

**USE THIS FORM IF YOU ARE TRYING TO...**

**LONG TERM CARE INSURANCE FORMS:**

| If You Are Trying To: | Use This Form |
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***Enrollments & Waivers***

For each new permanent and temporary employee, the authorized agent must complete the on-line "Setup New Employee". See your PERSLink Employer Self Service Guide.

Did you know that employees can complete their benefit plan enrollment(s) using PERSLink Member Self Service (MSS)! For the NDPERS Long Term Care Plan, employees can link from the MSS portal directly to the UNUM website to enroll in the plan.

PERSLink MSS provides on-line access to benefit information, the ability to complete benefit enrollments and changes, as well as updating personal profile instead of completing paper forms and submitting to NDPERS.

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| Enroll a new employee | UNUM Enrollment Kit – Send directly to UNUM at address on application. |
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***Changes/Additions***

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| Report a name, marital, or address change  | Notice of Change SFN 10766 & Contact provider           |
| Report an employee transferring to another NDPERS participating agency                 | Notice of Transfer Kit                                  |
| Report a leave of absence, leave of absence extension, or return from leave of absence | Employment Change Request through Employer Self Service |
| Report an employee's classification change within agency                               | Employment Change Request through Employer Self Service |

***Separation of Employment***

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| Notify NDPERS of an employee's separation of employment (for all circumstances, including retirement, disability, and death) | Employment Change Request through Employer Self Service & Unum Election to Continue LTC Coverage & Authorization for Automatic Payments |
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## **LONG TERM CARE BENEFIT ELECTION FORM AND LONG TERM CARE INSURANCE APPLICATION**

**THE VOLUNTARY LONG TERM CARE INSURANCE PROGRAM IS AVAILABLE ONLY TO EMPLOYEES OF STATE AGENCIES, THE UNIVERSITY SYSTEM AND DISTRICT HEALTH UNITS.** The Long Term Care Benefit Election Form and the Long Term Care Insurance Application must be completed in order to enroll employees and their spouses in the voluntary long term care plan. All applicants are required to be medically underwritten.

### **ELIGIBILITY**

To be eligible, an employee must be:

- ✓ at least 18 years of age
- ✓ work at least 20 hours per week for 20 or more weeks per calendar year,
- ✓ and be filling positions which are regularly funded and not of limited duration (i.e. permanent).

Spouses of eligible employees may also enroll in the plan. An employee and/or spouse may enroll in the plan at any time with coverage effective the first of the month following approval by LTC carrier.

### **ENROLLMENT**

Enrollment may occur at any time. Enrollment forms are included in the Enrollment Kit. The kit contains information about the long-term care plan as well as all required enrollment forms, the rate sheets, and a premium calculation worksheet. These kits are available through the NDPERS' website.

### **INFORMATION INCLUDED IN THE KIT IS AS FOLLOWS:**

- Summary of Long Term Care Insurance benefits.
- Long Term Care Benefit Election Form.
- Long Term Care Insurance Application.
- Schedule A Rate Sheet & Schedule B Rate Sheet.
- Premium Calculation Worksheet.

**FILING PROCEDURE:** Original should be sent directly to UNUM. NDPERS will notify the employer if the application is accepted so that payroll deduction information can be entered in payroll system.