



Reference Guide 11

Retiree Insurance Guidelines

Sept 04, 2019

This reference guide will provide you with important information regarding things you need to know BEFORE making retiree insurance coverage changes.

This reference guide assumes you already know how to:

- [Log in](#) to MyTRS

For additional information and troubleshooting please contact insuranceupdates@trb.state.ma.us.

What to know BEFORE making changes to retiree insurance coverage

Insurance coverage for retired MTRS members is not provided by MTRS; it is a benefit that employers may offer to their retirees and beneficiaries. Most school districts offer continued insurance coverage to their retirees and, by request, the MTRS deducts the monthly premiums from the retiree's retirement allowance. The premiums are forwarded to the retiree's former district on a monthly basis.

*Note: The IRS requires retirees' insurance premiums to be withheld on an **after-tax** basis.*

Guidelines

- 1. Access to insurance changes via MyTRS is only available for districts **not** enrolled in the GIC-RMT direct billing program.**

The MTRS does not maintain an insurance profile with individualized plans and rates for districts enrolled in the GIC direct billing program; we receive a file from the GIC indicating the monthly deduction amount.

- 2. Each month there is a cut-off date, generally mid-month, in which MyTRS access is blocked as we run the monthly warrants.**

Entries made after that date will be processed on the following warrant and will not be reflected until the retiree's following check. The MTRS will announce the cutoff date – as well as the date when your post-warrant reports are available for download and review – on the MyTRS homepage.

- 3. Insurance deductions are taken a month in advance for retirees.**

e.g., January 1st insurance premiums are deducted from the retiree's December 31st pension payment, May 1st insurance premiums are deducted from the retiree's April 30th pension payment, etc.

- 4. New retirees can be setup for insurance deductions as soon as MTRS has received and logged their retirement application.**

You will be able to enter an "Initial Enrollment" for a new retiree; however, the system will not allow you to make any changes after completing the initial enrollment until the member's retirement application has been finalized.

If you need to add initial coverage for a member that retired prior to 06/30/2016 or you find that we have accidentally not set up a retiree, please [email](#) the Insurance Update group asking us to enable the retiree's insurance account with the subject "Enable Retiree".

5. New plan options and global rate changes must be entered by the MTRS.

Global premium changes should be emailed to the [Insurance Updates](#) group using the “[MTRS Group Rate Change Form](#)”. The MTRS reserves the right to cancel or change any deduction option in MyTRS. See [Guided Practice 17](#) for instructions on how to fill out this form.

6. All coverage changes are made on a full-month basis.

Partial adjustments are not available to employers. If you:

- a. Enter a **start** date other than the first of the month; MyTRS will automatically correct it to the first day of the month for you.
- b. Enter a **stop** date other than the last day of the month; MyTRS will automatically correct it to the last day of the month for you.

7. If you enter new or changed deductions with a backdated effective coverage date, MyTRS will calculate an adjustment bill or refund called a “rebill” based on the entered plan rate and effective date.

If you manually billed or refunded your retiree directly, adjust your effective date accordingly to prevent the system from creating the automatic adjustment.

8. When entering deductions with retroactive effective dates, check your retiree’s calculated adjustment refund or bill immediately under [Retiree Insurance Deduction History](#) to verify that the “rebill” amount matches your calculation.

Rebills are designed to calculate the difference between what the retiree’s deductions were and what the deduction should have been. You will only see a rebill for months that have already been deducted; the current month’s bill will not appear until our retirement warrant has been processed.

Rebills are reviewed on a daily basis by the MTRS and you may be contacted regarding any questionable rebill adjustments.

If you make a valid retroactive insurance change that generates a rebill of \$1,000 or more, you are required to [email](#) the Insurance Updates group notifying us of the adjustment; otherwise the rebill may be voided by the MTRS.


9. If you delete a plan coverage row, MyTRS will automatically create a rebill to refund all the historical payments associated to the coverage deleted.

Only delete a plan coverage row if you need to:

- a. Replace the existing row with a different plan with the same start date or
- b. Remove the plan coverage row completely (e.g., cancelling the coverage or a deduction added in error).

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- 10. When making a change to an account for a member with more than one medical plan, please pay special attention to which section you are updating to avoid accidentally changing the wrong plan (Med 1, Med 2 or Med3).**

The sections do not correspond to a retiree or their spouse/dependents.

- 11. If you click the Home icon () on any of the first four enrollment screens BEFORE confirming the last step, your change will NOT be saved.**

Every enrollment process, even cancelling, must go through all five steps in order to be saved.

- 12. Click on the individual tabs for each enrollment screen will NOT take you to that step – you must click NEXT or PREVIOUS to move between pages.**

- 13. The MTRS reserves the right to change or cancel any deduction.**