



# Department of Administration

## Office of Group Insurance

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### Retiree Medical Plan Enrollment Application Instructions

**Date of Retirement** - the date you start drawing your state retirement benefit.

**Date Active Employee Coverage Ends** – if you terminate employment prior to the 15<sup>th</sup> of a month, coverage ends on the last day of that month. If your employment terminates on or after the 15<sup>th</sup> of a month, coverage ends on the last day of the following month.

**Retiree Plan Effective Date** – coverage is effective on the first day of the month following the date your active employee coverage terminates, provided your retiree plan application is submitted to our office within sixty (60) days of the date your active employee coverage ends.

If you do not apply for coverage during your initial sixty (60) day eligibility period, coverage will be effective the first day of the month following date of application.

**Policy Type** - You do not have to choose the plan you were enrolled in as an active employee. However, if you maintain continuous enrollment in the same policy type you had as an employee, your deductibles and out-of-pocket maximums will transfer.

**Credited State Service Hours** - CSS hours on date last worked. This can be obtained from your final paystub or your payroll center; you must attach a copy to your application.

Upon receipt of your enrollment application we will verify that you meet the plan's eligibility requirements and forward the form to Blue Cross for final approval. Once Blue Cross approves your application and activates your coverage they will send you a new member ID card.

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