

REQUEST FOR EXCEPTIONS

Enrollment Applications and Change Forms must be submitted timely. Any Enrollment Applications and Change Forms submitted to your EPISD Benefits Administrator after the applicable open enrollment period will be denied.

You may submit a request to TRS for an exception by writing to TRS-ActiveCare and explaining the reason for the request. (Include your Name, SS#, current health plan option, if applicable or the option you are requesting coverage under, the effective date of coverage and the reason for the request for exception)

Take your written request to your EPISD Benefits Administrator who will also need to submit an Administrative letter requesting an exception on your behalf. Both the Administrative letter and your written request will be submitted to TRS-ActiveCare.

Such requests will be reviewed on a case-by-case basis. Both you and your Administrator will be notified in writing as to whether the exception for enrollment, termination of coverage or change has been approved and the effective date.