

NOTES FOR APPLICANTS

Application for enrollment in the UNHQ administered health plans must be made within 31 days of becoming eligible for the coverage.

Staff members who do not apply for coverage, do not add dependants to their insurance plans within 31 days of their eligibility dates, who wish to change plans, reinstate coverage for themselves, re-enroll dependants, or terminate coverage may do so ONLY during the ANNUAL ENROLLMENT CAMPAIGN held in the month of June.

ENROLLMENT

Staff members are eligible to join the UNHQ administered health plans upon the following qualifying work events:

- Receipt of an initial continuing or fixed term appointment
- Receipt of a temporary appointment for 3 months or longer
- Transfer of duty stations with an appointment of 3 months or longer
- Reappointment or reinstatement
- Transfer or secondment to organization participating in the UNHQ administered plans

CHANGES/TERMINATIONS BASED ON THE FOLLOWING QUALIFYING LIFE EVENTS

Addition of Dependants:

- Upon marriage, birth or legal adoption of a child. A completed application for enrollment **must be received** by HLIS **within 31 days** of the event giving rise to eligibility to enroll.

Termination of Coverage:

- Voluntary termination of medical and/or dental coverage for a staff member and/or their covered dependant (s) can **only** be requested during the annual enrollment campaign or within 31 days of return from Special Leave Without Pay
- Upon divorce from spouse
- Upon marriage or full-time employment of covered child
- Upon decease of a family member
- At the end of the calendar year in which a dependent child attains age 25.

REQUIREMENTS

The UN Worldwide Plan (UN WWP) administered by Cigna International:

- The UN Worldwide Plan (UN WWP) is an international plan which includes both medical and dental coverage. It is designed for staff members and/or covered dependants who reside outside of the United States (US). It does not provide adequate coverage in the US with its high medical costs. Please note that staff members whose duty station is in the US or who have dependants residing in the US may not apply for coverage under the UN Worldwide Plan.

Proof of Contractual Status:

- If personnel action has not been completed in Umoja, Quantum, SAP or oneUNOPS, a copy of a Letter of Appointment, travel authorization or other official document clearly stating the type of appointment, duration and effective date must be submitted with the application for enrollment in the health insurance plans.

Proof of Household Member Status:

- Household member record must be reflected in Umoja, Quantum, SAP or oneUNOPS with effective date of recognition no later than 1 July 2024.

Mailing Address:

- It is the staff member's responsibility to ensure that their current mailing address is reflected in the Organization's administrative system (i.e., Umoja, Quantum, SAP or oneUNOPS) as this information is transmitted to the health insurance administrators. UN staff members can update their address through Umoja Employee Self Service (ESS). Staff from other organizations should contact their respective Global Service Centres to request such updates. Enrollment information is transmitted electronically to the insurance administrators twice a month only.