REMOVE PARENTS OR PARENTS-IN-LAW FROM THE SPONSORED MEDICAL INSURANCE PLAN

DESCRIPTION

This checklist outlines the steps on how to remove parents or parents-in-law from the Sponsored Medical Insurance Plan (SMIP).

FACTORs TO BE NOTED

1. Removal of parents or parents-in-law or termination of coverage from SMIP can occur due to:
   - voluntary termination of coverage.
   - end of parents' or parents-in-law's eligibility for SMIP.
   - end of the staff member's active employment. SMIP termination is automatic in this event. However, Continuation Medical Insurance Plan (CMIP) may be requested.

2. If a staff member submits MIP claims for non-eligible family members, s/he is committing fraud. The World Bank Group pursues such cases rigorously and sanctions include:
   - Loss of MIP coverage for the staff member in perpetuity.
   - Financial restitution of the fraudulent claims.
   - Referral to the criminal justice authorities in the staff member's jurisdiction.

TO REMOVE PARENTS OR PARENTS-IN-LAW FROM SMIP

1. Staff to send an email to Write to HR:
   - Requesting removal of parents or parents-in-law from the SMIP.
   - Reporting change in the parents' or parents-in-law's eligibility status.

2. HR sends a confirmation email to the staff member stating that the enrollment has been terminated.

3. Staff can purchase CMIP, if applicable.

ATTENTION

Based on the reason for termination, the termination date of the SMIP coverage is the:
   - first of the month, following receipt of request for voluntary termination of coverage.
   - last day of the month of the staff member’s active employment.
   - last day of the month when the parents or parents-in-law cease to meet the eligibility conditions.