

FREQUENTLY ASKED QUESTIONS
Part-Time Faculty Medical Benefits Program
Chancellor's Office - Pilot Program

- 1. How is it determined who is qualified to participate in the PT faculty medical insurance program at LBCC?**
To be eligible for the part-time faculty medical benefits program, you need to be a part-time faculty member as defined by Education Code Section 87861. You must have a teaching load of 40% FTE or more during each semester you wish to enroll. This also applies to multi-district faculty who teach at two or more community colleges - as long as at least one class is taught at LBCC and the total teaching load across all colleges is 40% FTE or more during the enrolled semester.
- 2. What is required to determine FTE at LBCC?**
Human Resources will verify the FTE reported on your PT Faculty Certification form.
- 3. What is required to determine FTE at another community college district?**
The section on the PT Faculty Certification form: Multi-District Assignment Verification must be completed with total FTE along with the name, title, signature and contact information of the person verifying your assignment FTE.
- 4. Is summer class FTE considered for enrollment eligibility?**
No.
- 5. Is coverage for the entire calendar year?**
No. The coverage is for primary (fall/spring) semesters only. The gap months are February and August. If you want coverage during the gap months, you will be responsible for the premium.
- 6. Faculty with late start classes:**
Part-time faculty with late start classes will be able to enroll the month before the late start class begins with coverage beginning the first day of the month during which the class begins.

In addition to the February and August gap months, you are responsible for the premium cost for months without a class prior to eligibility for that semester. Once your late class starts, coverage will continue through the end of the semester.
- 7. How often does employee need to submit application?**
The Part-Time Faculty Certification form is needed to determine eligibility and must be submitted to Human Resources: CHIBenefits@lbcc.edu each semester during the month prior to starting your assignment.
- 8. What if I miss the enrollment deadline?**
You can apply for coverage during late start enrollment – coverage will begin the month following receipt and verification of your Part-Time Faculty Certification form.

9. **Can employee choose PPO benefits and pay the difference?**
No. The only plan being offered is the Anthem Blue Cross Elements HMO Bronze Plan.
10. **Will the District offer part-time faculty a stipend payment in lieu of enrollment in the medical plan?**
No. Cash in lieu of benefits will not be offered.
11. **If employee keeps existing insurance, can they be reimbursed in lieu of enrollment in the District paid HMO Plan?**
No.
12. **If you are paying a premium at another district, will cash reimbursement be provided from the District?**
No.
13. **What happens if a faculty member falls below part-time faculty status during the term?**
Coverage will continue (does not apply if class is cancelled) until the next gap month (February or August) at which time coverage will be terminated and COBRA will be offered or, if applicable, you may reapply with proof of assignment for the following semester.
14. **Long Term Subs: as an LTS, am I allowed to switch to Anthem Bronze plan or do I remain with Kaiser?**
Long Term Temporary Employees (Substitute) are to remain in Kaiser due to what is stipulated in the CHI Contract, Salary Schedule 6: **Includes district paid medical benefits for employee only at the lowest cost HMO plan.

ENROLLMENT - ANTHEM BC ELEMENTS HMO - PART-TIME BRONZE PLAN

1. **What is the effective date of coverage if I am teaching a full semester?**
For PT faculty teaching a full term (fall or spring) benefit coverage will begin on March 1 or September 1. PT faculty interested in enrolling must provide the Certification form and Anthem enrollment form in the month prior to coverage (August or February).
2. **What is the effective date of coverage if I am teaching a late start class?**
The effective date depends on when the PT faculty employee begins teaching during the semester. For example, if the PT faculty employee begins teaching anytime during March, their effective date will be April 1 (Certification form and Anthem Enrollment form must be submitted in the month their late start class begins.)
3. **Can dependents (spouse, child(ren), domestic partners) be enrolled?**
No. Medical coverage is offered to PT faculty employees only. Dependents are not eligible to be enrolled.
4. **When completing the enrollment form, what is the Primary Care Physician (PCP) code and where can I find it?**
The PCP code is a code that allows Anthem to assign a specific doctor as the primary physician. The code should only be between 3-6 characters max and typically contains a mixture of letters and numbers.

To locate the PCP code for the physician preferred, please search for their code on the Anthem website: Anthem Blue Cross: Find A Doctor. If the PT faculty employee does not wish to select a PCP, this section may be left blank and one will be automatically assigned by the Anthem system.

Once you receive your card upon request made on your behalf with Anthem, you will be able to see who is assigned as your PCP. If you would like to change your PCP, you can do so by calling Anthem or changing it online through the Anthem portal.

5. Where can the Anthem enrollment form and more information be found?

The LBCC Benefits webpage: <https://www.lbcc.edu/pod/benefits-forms-documents> contains all informational materials and the Anthem enrollment form under the section titled “CHI/Part-Time Faculty Medical Insurance”.

Information and form(s) can also be found in the e-blast that goes out to all PT faculty the month before the beginning of the semester.

6. What can be done if one is not comfortable emailing the Anthem enrollment form containing their social security number (SSN) to enroll?

All PT faculty employees should submit their forms with a password.

Open the document in Adobe, go to “ALL TOOLS” on the left side, select “Protect a PDF”, then input your employee ID number as the password before submitting via email.

The PT faculty employee’s SSN is a requirement in the Anthem enrollment form and unfortunately, we are not able to take any SSN over the phone or fill in any other personal information on the PT faculty employee’s behalf. The PT faculty employee may submit a completed Anthem enrollment form via U.S. mail or in person if they prefer not to email their enrollment form.

7. Who is responsible for the “gap months”?

The PT faculty employee is responsible for the “gap months”.

Full-Term Assignment: August and February are the gap months. If the PT faculty employee chooses not to pay for the gap month, coverage will be terminated at the end of July or January, depending on the semester enrolled.

Late Start Assignment: Any month prior to the start of their assignment. Once enrolled, coverage will continue to the end of the semester.

The current monthly rate for the Anthem Bronze Plan can be found on the LBCC Benefits webpage. This amount is subject to change each July 1 of the fiscal year. The PT Faculty employee is responsible for the full amount of the premium for the gap month.

Only personal checks or money orders (made payable to: Long Beach City College) are accepted. Include your name and employee ID on the method of payment.

Hand-deliver payment to Benefits office, Room T-1045 or mail to:

Long Beach City College
Attn: Benefits-G2
4901 E. Carson Street
Long Beach, CA 90808

For further information on gap months, please view the informational flyer located on the LBCC Benefits webpage: <https://www.lbcc.edu/pod/benefits-forms-documents>

- 8. If gap month was not paid, do I submit a new Anthem Enrollment Form along with the Certification Form?**
Yes. Anytime there is a break in coverage a new Anthem enrollment form must be submitted along with the Certification form.

- 9. Will confirmation of enrollment be provided once completing the enrollment form?**
Yes. The LBCC Benefits Department will send a confirmation email once officially enrolled. Anthem will send a member ID card once they process the enrollment on behalf of the employee.