

## Adding a New Child to an Employee’s Benefits

### Overview

This checklist provides an overview of the steps to add an eligible new child to an employee’s (clergy or lay) benefits offered through The Church Pension Fund (CPF) and its affiliates (referred to as “the Church Pension Group” or “CPG”). In this document, “New child” refers to an employee’s biological child, stepchild, adopted child, legal ward, foster child, and if domestic partner benefits are elected by the employer for health coverage, a domestic partner’s child.

Note: A clergyperson’s biological child, stepchild, adopted child, legal ward, or foster child may also be eligible for a survivor’s [Child Benefit](#).

### Before You Begin

Complete the following steps:

<p>Confirm you have access to My Admin Portal (MAP).</p>	<p>Log into MAP at <a href="https://cpg.org/map">https://cpg.org/map</a></p> <p>If you cannot access MAP, employee benefits administrators can request access from your Institution Administrator or your institution’s Diocese Administrator. If you do not know who that person is, call CPG’s Client Services at (855) 215-5990.</p>
<p>Gather a list of health benefits and premium changes for new parents.</p>	<p>A new child can be added to medical and dental benefits, potentially at an additional cost. Employees with a Significant Life Event (such as having a new child) may also change their medical and/or dental plan(s).</p> <p>If you are unsure what benefit options are available to new parents or the costs of those options, contact your Institution Administrator or your institution’s Diocese Administrator. If you do not know who that person is, call CPG’s Client Services at (855) 215-5990.</p>
<p>Confirm you have the employee’s information.</p>	<p>You will need the employee’s legal name and <i>either</i> their date of birth or Social Security Number/Individual Tax ID Number later in the process. If you do not have this information, request it as part of the “Employee Communications” steps.</p>

### Employee Communications

As a first step, you will communicate with the employee to obtain the information needed to add a new child to their benefits.

<p>Provide relevant benefits information to the employee.</p>	<ul style="list-style-type: none"> <li>• Send the employee the list of available benefits that you prepared earlier.</li> <li>• For medical and/or dental coverage, direct the employee to the <a href="#">Summary of Benefits and Coverage</a> and <a href="#">Plan Document Handbooks</a> within 90 days of enrollment.</li> <li>• Employees may add a new child as a beneficiary to their life insurance, retirement plan, if eligible, and/or annuities. Suggest the employee update beneficiary information using the following forms:             <ul style="list-style-type: none"> <li>○ <a href="#">Life Insurance Beneficiary Designation Form</a> (group and supplemental)</li> <li>○ For pension related beneficiary designation, <a href="#">see the form</a> related to the employee’s pension plan.</li> <li>○ <a href="#">RSVP Beneficiary Designation Form</a></li> </ul> </li> <li>• Direct employee to update personal information using <a href="#">MyCPG Accounts</a>.</li> </ul>
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<p>Request necessary information about the child.</p>	<p>For each new child, request the following required information:</p> <ul style="list-style-type: none"> <li>• Full Legal Name</li> <li>• Gender</li> <li>• Date of Birth</li> <li>• Social Security Number (for newborns, this information can be provided at the time the child receives a Social Security Number)</li> <li>• Whether the child is a stepchild</li> <li>• Whether the child is disabled as defined in the <a href="#">Administrative Policy Manual</a>.</li> </ul> <p>You can use the <a href="#">Employee Information Collection Sheet</a> to gather the information.</p>
<p>Communicate deadlines and receive necessary information.</p>	<ul style="list-style-type: none"> <li>• Clearly state the date you need their elections. Timing is critical to be sure employees can enroll in health benefits.</li> <li>• Once you receive the benefit elections and information about the child, you are ready for the next step.</li> </ul>

## Update the Employee's Benefits

Institution Administrators can add the new child as a dependent. Diocese or Group Administrators can update group health benefits to include the new child. After adding the child as a dependent, Institution Administrators<sup>1</sup> contact their institution's Diocese or Group Administrator with the information below and the Diocese or Group Administrator will make the updates.

### Institution Administrators:

<p>Add the new child as a dependent.</p>	<ul style="list-style-type: none"> <li>• Log into MAP at <a href="https://cpg.org/map">https://cpg.org/map</a></li> <li>• From the MAP main landing page or "People" landing page, click on the "Add Dependent" quick action button. (See "Add or Remove" if button is not on the main landing page dashboard.)</li> <li>• If you are responsible for multiple institutions, select the employing institution from the "Select an institution" screen, and then select the employee from the "Employees" screen.</li> <li>• Follow the onscreen instructions to add a child dependent.</li> <li>• Refer to the "Support and Guidance" links onscreen for assistance and additional information.</li> </ul>
<p>Communicate information to your Diocese or Group Administrator.</p>	<ul style="list-style-type: none"> <li>• Employee's full legal name and either their date of birth or Social Security Number/Individual Tax ID Number.</li> <li>• Employer's name and location (city, state).</li> <li>• The new child's full legal name, gender, date of birth, and Social Security Number (if known at the time of enrollment, required at the time of benefit claims).</li> <li>• The employee's new medical/dental plan elections.</li> </ul>

<sup>1</sup> Institution Administrators with group permissions can also manage benefit enrollments in MAP.

### Diocese or Group Administrators:

<p>Update employee benefits due to Significant Life Event (new child dependent).</p>	<p>After receiving the enrollment information for the employee’s new child dependent from the Institution Administrator, Diocese or Group Administrators complete enrollments/terminations in group health benefits, if applicable. The enrollment change must be made within 30 days of the event.</p> <ul style="list-style-type: none"> <li>• Log into MAP at <a href="https://cpg.org/map">https://cpg.org/map</a></li> <li>• From the MAP main landing page, click on the “People” tab.</li> <li>• From the “People” landing page, click on the “View Coverage” quick action button.</li> <li>• If you are responsible for multiple benefits groups, select the benefit group from the “Select a Benefits Group” screen.</li> <li>• Select the employing institution from the “Select an institution” screen.</li> <li>• Select the employee from the list.</li> <li>• Follow the on-screen instructions to enroll a new dependent in coverage.</li> <li>• Refer to the “Support and Guidance” links onscreen for assistance and additional information.</li> </ul>
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### Post-Enrollment

<p>Keep a record of employee benefits enrollment information.</p>	<p>Record should include employee information, dependent information, and benefit elections and enrollments.</p>
<p>Communicate enrollment completion to employee.</p>	<p>Contact the employee to communicate that all necessary enrollments have been completed.</p> <p>Note: CPG will send communication confirming enrollment changes.</p>
<p>Provide employee with required documentation.</p>	<p>Provide the employee a medical and dental <a href="#">Summary of Benefits and Coverage</a> (SBC) within 90 days of enrollment.</p>

### Disclaimers

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