

Changing Benefits when an Employee Registers a Domestic Partner

Overview

This checklist provides an overview of the steps to make changes 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”) when the employee registers a domestic partnership. For information on how to change benefits when same- or different-sex partners are legally married, see [Changing Benefits when an Employee Marries](#).

Note: The employing institution must adopt a policy to allow domestic partners to be offered health benefits.

Before You Begin

Complete the following steps:

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| <p>Confirm you have access to My Admin Portal (MAP).</p> | <p>Log into MAP at https://cpg.org/map</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>Register the domestic partnership with CPG.</p> | <p>Have the employee complete the Domestic Partner Affidavit.</p> <p>Upload the completed Affidavit in MAP:</p> <ul style="list-style-type: none"> • Select the “People” tab, then “Upload Employee Document” quick action button. • Navigate to the employee’s profile and select it. • Upload document per the instructions. |
| <p>Gather list of healthcare benefits and premium changes for a domestic partnership.</p> | <p>Upon registering a domestic partner, an employee may be able to make the following changes to medical and/or dental plans due to a Significant Life Event:</p> <ul style="list-style-type: none"> • Keep current coverage and add new domestic partner and/or children. • Change coverage and add new domestic partner and/or children. • Terminate coverage to join the partner’s plan. • Keep current coverage with no changes. <p>Note: Depending on the Institution, healthcare benefits may not be offered to same-sex, different-sex, or any domestic partners and their children.</p> <p>If you are unsure what benefit options are available to a domestic partner 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>Gather list of Beneficiary Designation Forms.</p> | <p>Upon registering a domestic partnership, an employee may also wish to change or add beneficiaries to pension benefits, life insurance policies, and retirement plans. The employee can submit the appropriate Beneficiary Designation Form(s) listed in the Employee Communications section below to make any beneficiary changes.</p> |

Employee Communications

As a first step, you will communicate with the employee to obtain the information needed to register a domestic partner and change their health benefits. Use the [Employee Information Collection Sheet](#) to gather the information.

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| <p>Provide relevant benefits information to the employee.</p> | <ul style="list-style-type: none"> • Send the employee the list of available medical and dental benefits that you prepared earlier. • Direct employee to the medical and/or dental Summary of Benefits and Coverage and Plan Document Handbooks. • Registering a domestic partner does NOT automatically add the person to the employee's beneficiaries. Suggest that the employee update beneficiary information using the following forms: <ul style="list-style-type: none"> ○ Life Insurance Beneficiary Designation Form (group and supplemental) ○ For pension related beneficiary designation, see the form related to the employee's pension plan. ○ RSVP Beneficiary Designation Form <p>Note: Spousal benefits are not available to domestic partners under either the clergy or lay defined benefit plans.</p> |
| <p>Request necessary information about new dependents.</p> | <p>For each new dependent (domestic partner and children), request the following required information:</p> <ul style="list-style-type: none"> • Full Legal Name • Gender • Date of Birth • Social Security Number or Individual Tax ID Number <p>Note: Refer to the Adding a New Child to an Employee's Benefits checklist for more information.</p> |
| <p>Communicate deadlines and receive necessary information.</p> | <ul style="list-style-type: none"> • Clearly state the date you need their elections. Timing is critical to be sure employees can enroll in benefits. Medical and dental enrollment must be completed no later than 30 days from the date of the significant life event. We recommend that you plan to receive the necessary information from the employee within 1 week to ensure sufficient time to complete enrollment. • Once you receive information about the employee's domestic partner and/or children and their benefit elections, you are ready for the next step. |

Update the Employee's Benefits

Institution Administrators can update information about the employee, domestic partnership status, and new dependents. Diocese or Group Administrators can update group health benefits.¹ After updating the employee's domestic partner status and dependents, Institution Administrators contact their Diocese or Group Administrator with the information below and the Diocese or Group Administrator will make the updates.

¹ In some cases, Institution Administrators can also manage benefit enrollments in MAP.

Institution Administrators:

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| <p>Update the employee's dependent information.</p> | <ul style="list-style-type: none"> • Log into MAP at https://cpg.org/map • 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.) • 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. • Follow the onscreen instructions to add new dependents (domestic partner and children). • Refer to the "Support and Guidance" links onscreen for assistance and additional information. |
| <p>Communicate information to your Diocese or Group Administrator.</p> | <ul style="list-style-type: none"> • Employee's full legal name and either their date of birth or Social Security Number/Individual Tax ID Number. • Employer's name and location (city, state). • The domestic partner's full legal name, date of birth, gender, and Social Security Number/Individual Tax ID Number. • For each additional new child dependent, the full legal name, gender, date of birth, and Social Security Number/Individual Tax ID Number. • The employee's new medical/dental plan elections. |

Diocese or Group Administrators:

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

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| <p>Keep a record of employee benefits enrollment information.</p> | <p>Record should include employee information, dependent information, and benefit elections and enrollments. Keep a copy of the completed Domestic Partner Affidavit on file.</p> |
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| <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 also send the employee communication confirming enrollment changes.</p> <p>Note: The employee can review and update personal information, including dependents, and view benefits enrollment in their MyCPG account.</p> |
| <p>Provide employee with required documentation.</p> | <p>Provide the employee a medical and dental Summary of Benefits and Coverage (SBC).</p> |

Disclaimers

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