

I'M PREGNANT...NOW WHAT?

1. If you're insured on the HPISD health plan with TRS-ActiveCare/Aetna, (not Scott & White—HMO) you have access to the "[Beginning Right® Maternity Program](#)" to help guide you through a healthy pregnancy. The program provides one-on-one support from trained nurses to give your baby a healthier start in life. Learn about pre-natal care, pre-term labor, newborn care and more. Get personal attention for special pregnancy-related needs, risks or conditions.



To participate or learn more about the program, call the toll-free 1-800-CRADLE (1-800-272-3531), Monday-Friday 8am-7pm ET or log in to Aetna Navigator (www.trsavecareetna.com) and look under "Health Programs".



2. After the baby is born, you have **31 days** from the date of birth to add the baby to your insurance for coverage or as an **eligible dependent**. TRS needs to know who your eligible dependents are (i.e. spouse, children under the age of 26) whether you are enrolling them or not. If you are not enrolled in our coverage but need to enroll during the plan year due to a Qualifying Life Event, your dependents need to be in the portal in order for TRS to cover them. For this reason, you need to fill out the [Enrollment Change Form](#) as follows:

- [Section 2](#) with your information.
- [Section 3](#) with your Plan Selection and Coverage Type (if applicable).
- [Section 4](#) with the new baby's information as well as any other eligible dependents you would enroll at this time.
- [Section 6](#) with any eligible dependents (including yourself if applicable) that you are declining for at this time. Please list full legal name, DOB and SS# for each dependent.
- [Sign, date and return the completed form](#) to the Benefits Office by fax @ 214-780-3014, scan/email to weaverl@hpid.org or mail before the **31 day deadline**.

TRS ActiveCare maternity policies/guidelines:

Newborns are automatically covered for the first 31 days of life. Baby must be added to the plan to continue coverage. Prenatal care is covered at 100%. Delivery, postnatal care & ultrasounds are covered at 80% after applicable copays and deductibles.

If you are not going to add your newborn to your Highland Park ISD health plan, please specify what insurance plan you want the hospital admitting staff to use for the baby. Later provide Aetna proof that the baby had other coverage on date of birth. Be sure to check your EOBs with Aetna to make sure that you were not charged for newborn's coverage for the first 31 days of coverage because that changes your health deductible. For example, if you are on Plan 1HD, your health plan deductible changes from \$2500 to \$5000.

Please call Aetna at 1-800-222-9205 or Scott & White—HMO @ 1-800-321-7947 for further assistance.

3. For employees currently enrolled in **MetLife Disability** insurance, enrollment must have been active prior to your knowledge of your pregnancy to prevent a “pre-existing condition clause”. Closer to your delivery date or soon after, fill out the [7th Day Disability form](#) as follows:

- Employee fills out Section 2 on page 2, page 3, and signs and dates on page 5.
- Doctor fills out Section 3, sign and dates there and on page 5.
- Doctor’s office faxes form to 214-780-3014, attention Laura Weaver.
- Benefits Office fills out Section 1 based on doctor’s dates of treatment, signs, dates and faxes to MetLife.
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You will want to file your claim as soon as possible after the baby is born or after you are disabled for any other reason. This can help supplemental you income while you’re off.

4. You will need to complete a [Request for FMLA](#) form and return to Melinda Tubb by fax @ 214-780-3014 or email tubbm@hpsid.org at least 30 days prior to leave date for approval.

Note: Maternity leave is NOT a paid leave unless you have accrued days.

5. Once your leave request has been approved and processed, the Personnel Office will work with you on your leave days, paid and unpaid. The Payroll Office can assist you with any unpaid leave days and spread out any docking situations.



HPISD Benefits Office

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