Changing Plans: Important Transition Rules

Employers considering a move between the state plan and a private plan, or changing private plan carriers, should be aware of several important transition requirements.

Existing Approved Leave Stays with the Prior Plan

When transitioning between the state and a private plan, or between private carriers, the plan that approved existing leave remains responsible for that leave for the approved duration. Extensions or recertifications may be handled by the new plan.

Returning From a Private Plan to the State Plan

Employers terminating an equivalent plan must:

- Notify the state and employees **at least 30 days before termination**
- Maintain private-plan coverage through the termination date
- Complete and submit the required state Termination Request form
- Provide a secondary communication notifying employees again **within 7 days after termination** that they are covered by the state plan
  - » Standard MN State Employee Plan Notice Template
  - » Must be submitted to the Minnesota Department of Employment and Economic Development (DEED) at EmployerServices.DEED@state.mn.us
- Remain with the state plan and pay state premiums for **at least 3 years**

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