

Checklist for Annual Renewals & Group Maintenance

ANNUAL CHECKLIST:

1. Provide [Annual Notice](#). Annual notice is due 30 days prior to the end date of the group voting year. Refer to the group policy for annual date. Notify the group of their annual opportunity to vote. At the annual anniversary, the group may vote to continue the group as is with same structure and contribution source, they may vote to change the contribution source from 25% SL only to 25% SL and 100% AL, or vice versa, or they may vote to disband the group. Continuation or vote to change will be in place 1 year. Dissolution allows a re-vote at any time.
2. Confirm minimum membership - If, at annual renewal, the group has dropped below the administrative rule of a minimum of 5 members, the group must disband. If possible, they may be offered other voting opportunities under a different organizational structure. Send the [Group Dissolution Notice](#) if this applies.
3. Notify VEBA Coordinator if a reorganization takes place that affects the membership of the group. If it occurs before the annual anniversary date of the group, notify the group of the occurrence and poll to find out if there is interest to form a group under the new organizational structure. This is the ONLY time an active group may disband prior to their annual anniversary date. Follow the process to establish a new group.
4. Prepare & obtain approval of annual voting documents. Once a response is received from the 30-day notice, prepare an [Annual Vote Cover Memo & Ballot](#) by customizing the fillable fields. Send to VEBA Coordinator to confirm dates, group number, etc. It must be due and completed prior to the anniversary end date of the group.
5. Tally the votes - If the vote passes to continue as is or votes to change, complete the [Annual Vote Result Summary](#) along with a updated [Member Roster](#). If the group votes to disband, notify the VEBA Coordinator, send roster and wait to see if group asks to re-form at a later date.
6. Update the [Annual Policy Template](#) by filling in form and return to VEBA resource.
7. Add a tickler to your calendar for 30 days prior to renewal date of the group for annual vote notification the following year.

ONGOING MAINTENANCE:

1. If, during the year the Montana VEBA HRA is in place, a member is hired into a VEBA eligible position or in a retirement eligible group and meets years of service or age requirements, notify them of their eligibility into a group. Complete the [Member Notification Letter](#) and copy the VEBA Coordinator of the date, group number and Employee ID to be added to the group.
2. Additionally, due to reorganizations, internal or agency transfers, employee deaths, position changes (full time to seasonal, etc.), notify the VEBA coordinator of these changes that may affect the Montana VEBA HRA group membership and need updating in SABHRS.
3. The VEBA Coordinator will send out monthly notification to HR VEBA contacts at State of Montana agencies, city, county, public school districts and university units of newly eligible to retire employees in each entity. You are asked to review the list to assure newly eligible to retire employees may move into your existing groups. If they do, please send the [Membership Notification Letter](#) to them. Notify the VEBA Coordinator of the new addition to the group (*for State of MT agencies only.*)