

# REMOVE PARENTS OR PARENTS-IN-LAW FROM THE SPONSORED MEDICAL INSURANCE PLAN

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## DESCRIPTION

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This checklist outlines the steps on how to remove parents or parents-in-law from the Sponsored Medical Insurance Plan (SMIP).

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## FACTORS TO BE NOTED

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- 1 Removal of parents or parents-in-law or termination of coverage from SMIP can occur due to:
  - voluntary termination of coverage.
  - end of parents' or parents-in-law's eligibility for SMIP.
  - end of the staff member's active employment. SMIP termination is automatic in this event. However, **Continuation Medical Insurance Plan (CMIP)** may be requested.
- 2 If a staff member submits MIP claims for non-eligible family members, s/he is committing fraud. The World Bank Group pursues such cases rigorously and sanctions include:
  - Loss of MIP coverage for the staff member in perpetuity.
  - Financial restitution of the fraudulent claims.
  - Referral to the criminal justice authorities in the staff member's jurisdiction.

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## TO REMOVE PARENTS OR PARENTS-IN-LAW FROM SMIP

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- 1 Staff to send an email to [Write to HR](#):
  - Requesting removal of parents or parents-in-law from the SMIP.
  - Reporting change in the parents' or parents-in-law's eligibility status.
- 2 HR sends a confirmation email to the staff member stating that the enrollment has been terminated.
- 3 Staff can purchase **CMIP**, if applicable.

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## ATTENTION

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Based on the reason for termination, the termination date of the SMIP coverage is the:

- first of the month, following receipt of request for voluntary termination of coverage.
- last day of the month of the staff member's active employment.
- last day of the month when the parents or parents-in-law cease to meet the eligibility conditions.