

EDGE Delta Dental Plan

Monthly Dental Eligibility Procedures

1. Only eligibility changes received by the **20th of the month** will be included in the month end eligibility run.
2. The eligibility will be run the last week of the month.
3. The group should receive the eligibility listing around **the 3rd** of the month.
4. If there are any problems, changes or questions regarding the eligibility list call PBIA.

Enclosed is a **Three Part Bill**, please use the new eligibility form as follows:

1. The **Top White** copy with eligibility changes should **be returned to PBIA**.
2. The **Yellow Copy**- send to your **JPA or Schools Insurance Group** with your premium check.
3. The **pink copy** is the School District's file copy.

The group should revise the eligibility list with additions/deletions changes and include new enrollment forms etc. and send all to:

ACSIG/EDGE Enrollment

Preferred Benefits Insurance Administrators (PBIA)

PO Box 5062

San Mateo, CA 94402

Phone: 1-800-987-7527

Or (650) 572-9611

Fax: (650) 572-1753

Premium Payments:

Make your checks payable to ACSIG/EDGE Dental and send it to:

ACSIG

PO Box 2487

Dublin, CA 94568

OR

If your district participates through a different JPA follow the payment instructions of that district.

Please include the yellow copy of your eligibility list along with the payment.

Questions? Please call Jim Miller (925) 225-0611