Client Transfer of Consumer – File Client

Content Revisions

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- File Transfer

Description

This procedure defines the steps for clients to transfer a consumer via the file format.

File Transfer

Smith Company must receive data in a defined format to ensure that the consumer's eligibility is kept intact.

Currently, **Keyspan Energy, Inc.** submits a 7.0 File Type and **National Grid** submits a 8.0 File Type. Consumers transferring from one client to another would require the consumer record to stop appearing on one file and begin appearing on the other. Smith Company's CTC Team maintains the conversion process prior to remitting the files to Lighthouse1.

On the last file prior to a consumer leaving one client and assuming activity on the other, two (2) files should be remitted to Smith Company (via Mercer)
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- Via the client from which the consumer is leaving, a Termination Date must be remitted on the consumer's benefit record. The termination date should be equal to the last date of eligibility for that consumer. Example: Participant's FSA should be active through Midnight on 05/25/2009. Termination date should be set to 05/25/2009. Smith Company will input 05/26/2009 in our system to reflect the first day of inactivity.
- Via the client to whom the consumer is moving, an enrollment record should be added to include the consumer and the enrollment date equal to the first date of activity. This should be equal to first day of inactivity on the terminating client to insure no break in coverage.

1	Client A or TPA submits Demographic/Contribution File via FTP transfer to CBS setting the consumer to a Terminated Status **Note**: The termination of the benefit record does not need to be sent if the participant's enrollment status is terminated
2	Client B or TPA submits Demographic/Contribution File via FTP transfer to CBS including new consumer enrollment record.

3	Client B reports the initial annual election amount and/or increased annual election amount with the updated enrollment/transfer date along with the new/current YTD deposit amount. **Important**: Enrollment Record should list prior username changed to "Otxxxxxxx" to add participant to new company. This is done when addition is requested on new company's file.

File Layout Example

Below are samples of record data from a terminating consumer and the new enrollment through a transfer scenario.

Old Company:

PT|000342343|||Smith|John|E|M|S||04041974|000342343|15 North Ave|Apt 4|||St Petersburg|FL|33703|US|7272222222|7271234567|123|john@john.com|000342343||01011960|001||ALL|W1|01012009|Terminated|02282009||||02282009|02282009
EN|000342343|HFSA|01012009|1500.00||||||||01012009
EN|000342343|DFSA|01012009|2500.00||||||||01012009

New Company:

PT|000342343|||Smith|John|E|M|S||04041974|000342343|15 North Ave|Apt 4|||St Petersburg|FL|33703|US|7272222222|7271234567|123|john@john.com|000342343||01011960|001||ALL|W1|03012009|Active|03012009|||||
EN|000342343|HFSA|03012009|1500.00||||||||03012009
EN|000342343|DFSA|03012009|2500.00||||||||03012009

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