***Empower MFSP Fund Change Documentation***

FUNCTIONAL PROCESS: Investment Option Change – MFSP only

PROCEDURE: Add, Delete and Freeze Funds

DATE: March 25, 2022

Overview

These procedures outline the process for requesting a fund change to the Mutual Fund Select Portfolio (MFSP) platform. Plans requesting to add, delete or freeze funds may do so by contacting their Regional Management Team (RMC/AE). The RMT will notify MLR Institutional Investment Services Department (IIS) of the desired fund changes and the IIS Department will complete the MLR Fund Change Request & Authorization form and forward it to the RMT for signoff by the Plan Sponsor. Once the MLR Fund Change Request & Authorization form has been signed by the plan sponsor the form then needs to be reviewed and signed by MLR Regional Management, MLR Pricing (if applicable) and MLR Investment Services. Once form is completed in its entirety and in good order, the IIS Department will email the form to Empower at [Methome@retirementpartner.com](mailto:Methome@retirementpartner.com) (Methome) with copy to the RMT for fund change scheduling.

***NOTE***: If MLR Pricing determines the plan’s overall pricing is impacted as a result of the fund changes being made, or funds being added require an additional Administrator fee specific to the funds being added, a Plan Services Fee-Updates Changes to Existing Plan form must be submitted with the request. **Refer to the *Plan Services* *Fee- Update Changes to existing plan. An amendment to the Service Agreement is required as well.***

**Fund Change Timeline**

|  |  |  |
| --- | --- | --- |
| **Step** | **Responsibility** | **Approximate Timeline**  **(Business Days)** |
| Plan Notifies RMT of desired MFSP fund changes | Plan Sponsor | N/A |
| RMC/AE reviews with MLR IIS and MLR Pricing teams the fund changes requested by the plan. All plan numbers, fund tickers, assets and participant totals for all funds in the plan must be provided to MLR IIS. This is necessary to determine fund availability, minimums, and any pricing impact as a result of the change. | RMT | Day 1 |
| Once MLR IIS confirms the fund changes can be forwarded to Empower, MLR IIS completes the MFSP Plan Fund Change Request & Authorization form and provides a signature ready form to the RMT. | MLR IIS | Days 2-4 |

|  |  |  |
| --- | --- | --- |
| RMT must obtain plan sponsor signoff on the form and return it to MLR IIS. REMINDER: RMT must work with Plan Sponsor to properly communicate the changes to participants at least 30 days in advance. | RMT | Day 5-15 |
| NOTE: Once the form has been signed by the plan, RMT, MLR Pricing and MLR IIS must sign the form | RMT | Day 16 |
| Once theMLR Fund Change Request Form is signed by all parties, MLR IIS will forward the form to Methome for review. | MLR IIS | Day 1 starts at Empower |
| Empower will respond with approval of the requested effective date or provide an alternative available date as soon as administratively feasible from the requested date. | Empower | \*Day 7 |
| Once the effective fund change date has been approved by Empower, Methome will notify RMT and ISS of the fund change date.  The RMT will work with the Plan Sponsor on a Participant Fund Change Notice outlining the upcoming fund changes. Participants must be notified of the fund changes at least 30 days prior to the changes occurring. | RMT/Plan Sponsor | (The approved effective date should be at least 45 days from receiving the approval from Empower. This is to allow Empower the 7\* days they require to do fund changes and enable communications to be sent to participants) |
| Once the fund change occurs, the RMT should confirm the requested fund changes have been pushed out to the paper Enrollment Form and on EnrollNow. | RMT | Paper forms will be updated two days **after** the fund change date and EnrollNow will be updated 1-3 days. |
| **\* Note - the 7 business days Empower requires to lock in a fund change date is based on the fund being part of the Alliance approved list (Universe of Funds) with MLR. If a fund is not part of the Universe of Funds, Empower will need to obtain a trading agreement with the Fund Company which will delay the turnaround times to lock in the fund change date. Since there are many factors in these cases, RMT will need to work with Empower on a case by case basis to obtain additional days needed to lock in the fund change date.** | | |