

FASCore Documentation

FUNCTIONAL PROCESS: Plan Maintenance

PROCEDURE: Change in Plan Provisions

DATE: June 2013

Overview

- These procedures describe the process for providing instructions to update plan provisions on the recordkeeping system based on plan document amendments.

Procedure

- Email plan document amendment and/or recording keeping system changes to the Plan Document Group at MLRchange@metlife.com.
- The request must include written direction from the client describing the desired plan provision change including effective date.
- The Plan Document Group will draft an amendment, if applicable.