



SUMMER TRANSFER PROCESS 2026

Updated Process to Replace Portability

OVERVIEW

The Summer Transfer (formerly Portability) will allow all Public School Employees (PSE) to continue their insurance coverage if they transfer from School District to another School District during the summer months without a gap in their medical insurance. This also allows for their deductibles and out-of-pocket contributions are not reset until the end of the coverage year.

All employees who transfer between School Districts will be covered by the outgoing district through August 31, 2026. The new district will begin covering their new employee(s) on **September 1, 2026.** These dates **CANNOT** be changed.

Mark Your Calendar with These Important Dates

- **May 18, 2026** – Entry of transfers to your district can start to be entered in ARBenefits (see instructions in this document). **NOTE: This must be done through the HIR Rep Portal, no paper forms will be accepted.**
- **July 1, 2026** – EBD will start processing Summer Transfers.
- **August 14, 2026** – Entry of transfers to your district in ARBenefits must be completed by this date.
- **August 31, 2026** – Outgoing district coverage end date.
- **September 1, 2026** – Transferred employee's coverage begins with the new incoming district.

Things to Remember

UPDATE – ALL School Districts will utilize the Summer Transfer process for all insurance eligible employees.

NOTE: If you have a Superintendent who is transferring, contact EBD so we can discuss.

1. Districts must establish a deadline for their employees to inform the district of their intent to transfer.
2. **If an employee is transferring to a new school the outgoing district or the school district they are leaving DOES NOT term them in ARBenefits.**
3. Employees who do not notify their intent to participate or notify the current district after the established deadline, should be treated as a “voluntary termination.”

What Districts Need To Do To Transfer Employees

INCOMING DISTRICTS ONLY

1. Add your new employee in eFinance at least one day before entering their transfer in ARBenefits.
 - a. If Payroll is responsible for entering your new employee in eFinance, verify with Payroll the employee has been added to eFinance before you try to enter the transfer in ARBenefits.
 - i. *If your new employee is not entered in eFinance they will not populate in ARBenefits in your school district.*
 - ii. *If your new employee is entered in eFinance the same day that you are trying to transfer in ARBenefits, your new employee will not populate with your district in ARBenefits until the next day.*
2. Enter your new transfer employee in ARBenefits between **May 18 through August 14, 2026**, in the ARBenefits Rep Portal.
 - a. Must use ARBenefits Rep Portal in the Notice of Transfer screen.
 - b. Paper forms, Election Forms/Change Forms with Transfer written on them, emails, or Tasks will **NOT** be accepted as a transfer request.
 - c. Reference pages 4-6 for instructions and screenshots on how to enter a transfer in ARBenefits.
 - d. A list of School Districts is on page 7.

OUTGOING DISTRICTS ONLY

1. **Outgoing districts still need to term their employees in eFinance for August 31, 2026.**
 - a. Leave the Insurance Eligible field as “Y” in eFinance.
2. Districts are responsible for actively covered members and outgoing Summer Transfers on their monthly bill if your school district makes a contribution above the Employer Contribution.
3. It is the responsibility of the outgoing district to make sure they receive payment from transferring employees for the summer months.
 - a. If your district sets up a deadline for an employee to remit payment to the district, and they miss that deadline, you can terminate the member for nonpayment of premiums.
 - b. *Note: The employee can then enroll for ARBenefits as a new hire with their new district when they become eligible. **The 15-day window to terminate an employee back to the end of the previous month still applies.***
4. **DO NOT ENTER ANYTHING IN ARBENEFITS for Summer Transfers leaving your School District.**

Employees – UPDATE

Employees who are Summer Transfers **cannot elect with their new school district to be a New Hire. They must transfer** from one school district to another.

Employees cannot change their decision once the transfer request has been processed. Employees who transfer **cannot make any changes** to their current plan.

- An *Enrollment Form* or *Change Form* for an employee who has transferred will **NOT** be processed by EBD. Do not submit for consideration. The transferring employee's current coverage will move to their new school district starting September 1, 2026.

Employees who are **new hires** must submit an *ARBenefits Election Form* via the member portal or their new HR may submit via a Task within 60 days of their Hire Date.

Employees who are terminated for any reason from a School District will receive a COBRA Packet so they can continue medical insurance without a gap in coverage. They will manage this enrollment with EBD. They should call EBD if they have any questions, 877-815-1017 or email Ask.EBD@arkansas.gov.

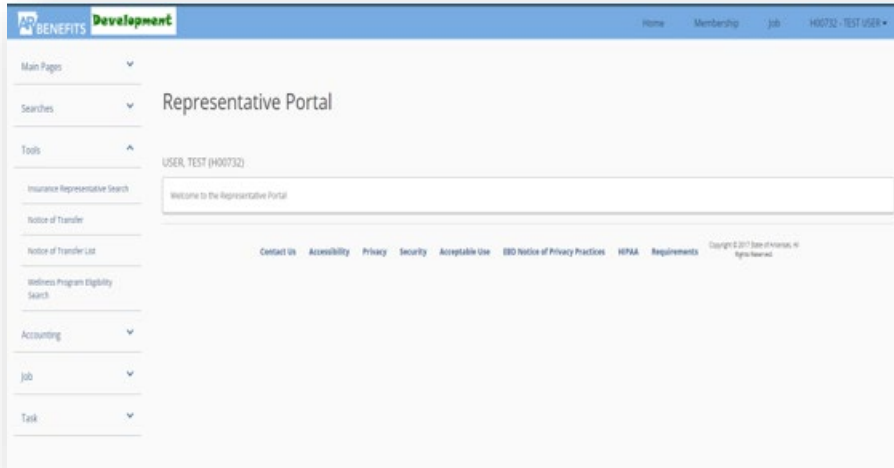
Employees who are not currently enrolled with an ARBenefits Health Plan, are not eligible to be transferred. When they are hired by the new district, they have 60 days to enroll in coverage with the ARBenefits Plan with their new district as a new hire.

The effective date of coverage is based on the new hire date with the new district and when the completed Election Form and corresponding documentation is submitted to EBD.

How To Enter Your New Summer Transfer Employee in ARBenefits

New Tabs Under Tools

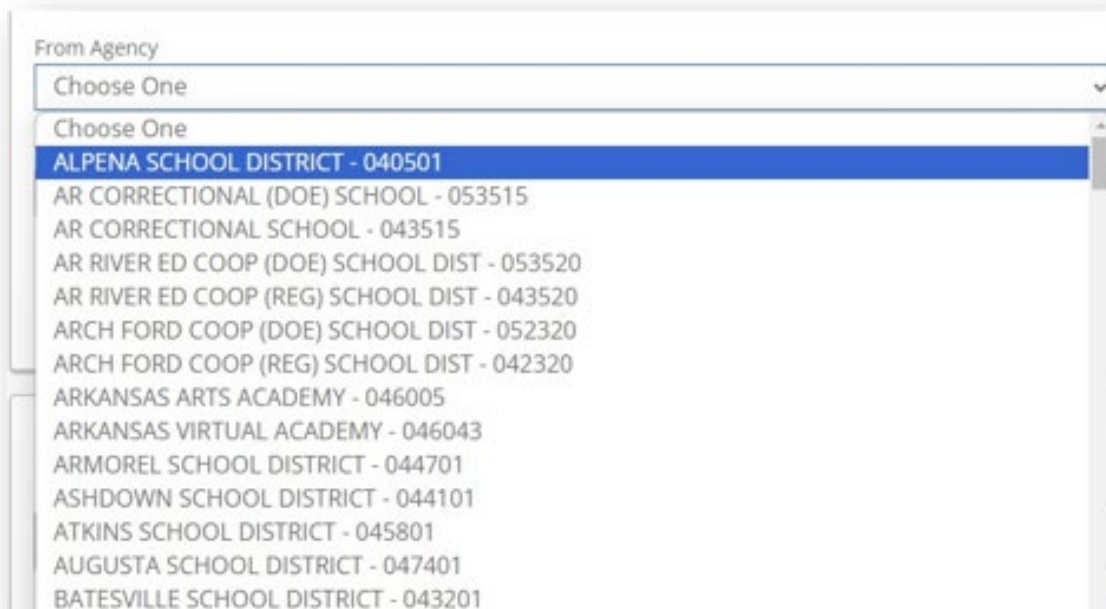
This screen is available to all HRs so they can enter their new transfer employees. If you do not see it, please contact Adrea.walker@arkansas.gov



“Notice of Transfer” Screen

To search for your new employee:

- Enter first and last name of your new Summer Transfer employee.
- Enter either employee member ID number or SSN.
- Select the **outgoing** school district your new employee is **transferring from**.



- Select the **incoming** school district your new employee is **transferring to** (this will be your district and should be the only option available unless you oversee multiple districts.)

- The HIR signature for submission is required. To do so, you must check the HIR Signature box **and click** Submit. *Note: If your system times out before you click Submit, ARBenefits will not bookmark your entry or save it.*

Alert of Successful Submission

Alert of Already Submitted Member

This error will occur if the outgoing school district has submitted a termination, or if your employee has already been submitted. Please reach out to EBD if this error message occurs.

The outgoing school district does NOT enter the Summer Transfer in ARBenefits for the employee.

Different Statuses for Summer Transfer In ARBenefits

Statuses and Meanings

After you submit your employee as a Summer Transfer you may notice different statuses throughout the process in the list of your employees in the Transfer List screen.

- Potential Transfer/Member Submitted – a person who has been submitted by the incoming school district as a Summer Transfer.
- Member in Progress/EBD in Progress – EBD is working on processing this member as a Summer Transfer.
- Pending EBD Review – something needs further review before processing can proceed.
- Waiting on eFinance – this person has not been updated in eFinance so processing cannot be completed until that happens.

Transfer List Screen

This is where you can go in ARBenefits to can see the status of your new employee in the transfer process.

- Enter their name and click search. This will show you the status of your new individual Summer Transfer.
- Enter your Agency (District Number) and click search. This will show you the status of all your new Summer Transfers.

The screenshot displays the 'Notice of Transfer List' interface in the ARBenefits system. It features a search form with the following fields: First Name, Last Name, Member Number, Social Security Number, From Agency, and To Agency. A 'Status' dropdown menu is open, showing options: Potential Transfer, Waiting on Documents, Member Submitted, Member in Progress, and New Transfer. Below the form is a table for 'Notice of Transfer Results' with columns for Member Name, Member ID, SSN, Email Address, Status, From Agency, and To Agency. The table currently shows 'No results found for Notice of Transfer Results.' The page footer includes links for Contact Us, Accessibility, Privacy, Security, Acceptable Use, EEO Notice of Privacy Practices, HIPAA, and Requirements.

Reminder – EBD will not begin processing Summer Transfers until July 1. They will be processed in the order they are entered into the system.



SUMMER TRANSFER LIST 2026

District Number	School District
46006	Academics Plus School District
41701	Alma School District
40501	Alpena School District
46099	AR Activities Association
53515	AR Correctional (DOE) School
43515	AR Correctional School
53821	AR Ed Service Center (DOE)
43821	AR Ed Service Center (Reg)
46064	AR Military & First Responders Academy
53520	AR River Ed Coop (DOE) School District
43520	AR River Ed Coop (Reg) School District
52320	Arch Ford Coop (DOE) School District
42320	Arch Ford Coop (Reg) School District
41002	Arkadelphia School District
46005	Arkansas Arts Academy
54070	Arkansas Executive Prep Academy
46050	Arkansas Lighthouse Academies
60687	Arkansas Outdoor Academy
46043	Arkansas Virtual Academy
44701	Armored School District
44101	Ashdown School District
40290	Ashley County Adult Education
45801	Atkins School District
47401	Augusta School District
47301	Bald Knob School District
45401	Barton-Lexa School District
43201	Batesville School District
46301	Bauxite School District
41601	Bay School District
45201	Bearden School District
47302	Beebe School District
50415	Benton City Coop (DOE) School District

District Number	School District
40415	Benton City Coop (Reg) School District
46302	Benton School District
40401	Bentonville School District
40502	Bergman School District
40801	Berryville School District
43001	Bismarck School District
42901	Blevins School District
44702	Blytheville School District
44201	Booneville School District
57221	Boston Mtn Edu Coop (DOE)
47221	Boston Mtn Edu Coop (Reg)
47303	Bradford School District
44801	Brinkley School District
41603	Brookland School District
46303	Bryant School District
41605	Buffalo Island Central School District
58001	Bus Drivers
44304	Cabot School District
44901	Caddo Hills School District
43301	Calico-Rock School District
55203	Camden Vocational (DOE) Center
45203	Camden Vocational (Reg) Center
45204	Camden-Fairview School District
44303	Carlisle School District
46802	Cave City School District
43212	Cedar Ridge School District
41702	Cedarville School District
45502	Centerpoint School District
42402	Charleston School District
44802	Clarendon School District
43601	Clarksville School District
41305	Cleveland County School District
47102	Clinton School District
41201	Concord School District
42301	Conway School District
52302	Conway Vocational (DOE) Center
42302	Conway Vocational (Reg) Center
41101	Corning School District

District Number	School District
45707	Cossatot River School District
40302	Cotter School District
42403	County Line School District
41901	Cross County School District
40201	Crossett School District
55620	Crowley's Ridge Coop (DOE) School District
45620	Crowley's Ridge Coop (Reg) School District
42601	Cutter-Morning Star School District
47503	Danville School District
47504	Dardanelle School District
51020	Dawson Ed Serv Coop (DOE) School District
41020	Dawson Ed Serv Coop (Reg) School District
40402	Decatur School District
45106	Deer/Mt. Judea School District
42102	Delta Special School District
56720	Dequeen Mena Coop (DOE) School District
46720	Dequeen Mena Coop (Reg) School District
46701	Dequeen School District
40901	Dermott School District
45901	Des Arc School District
40101	Dewitt School District
43102	Dierks School District
45802	Dover School District
42202	Drew Central School District
42104	Dumas School District
41802	Earle School District
45301	East End (Bigelow) School District
45608	East Poinsett School District
47001	El Dorado School District
47201	Elkins School District
41408	Emerson-Taylor School District
44302	England School District
46045	E-Stem Elem Public Charter School
46047	E-Stem High Public Charter School
46046	E-Stem Middle Public Charter School
40802	Eureka Springs School District
46055	Exalt Academy of Southwest Little Rock
46058	Excel Center Charter

District Number	School District
47202	Farmington School District
47203	Fayetteville School District
57210	Fayetteville Vocational (DOE) Center
47210	Fayetteville Vocational (Reg) Center
44501	Flippin School District
42002	Fordyce School District
44102	Foreman School District
46201	Forrest City School District
46601	Fort Smith School District
44603	Fouke School District
40442	Founders Classical Academies of Arkansas
42602	Fountain Lake School District
43544	Friendship Aspire Academy - Pine Bluff
46061	Friendship Aspire Academy-Little Rock
46640	Future School of Fort Smith
47520	Garfield Scholars Academy
44602	Genoa Central School District
40403	Gentry School District
43002	Glen Rose School District
44708	Gosnell School District
40404	Gravette School District
55420	Great River Coop (DOE) School
45420	Great River Coop School District
40803	Green Forest School District
42303	Greenbrier School District
42807	Greene County Tech School District
47204	Greenland School District
46602	Greenwood School District
41003	Gurdon School District
52420	Guy Fenter Educ Coop (DOE) School District
42420	Guy Fenter Educ Coop (Reg) School District
42304	Guy Perkins School District #34
46010	Haas Hall Academy
40443	Haas Hall Academy (Bentonville)
46603	Hackett School District
40203	Hamburg School District
40701	Hampton School District
45205	Harmony Grove - Ouachita School District

District Number	School District
46304	Harmony Grove School District
45602	Harrisburg School District
40503	Harrison School District
45903	Hazen School District
41202	Heber Springs School District
45803	Hector School District
45403	Helena/West Helena School District
40601	Hermitage School District
46804	Highland School District
43809	Hillcrest School District
43540	Hope Academy Actually 53520/43520
44570	Hope Academy of Northwest Arkansas
42903	Hope School District
46703	Horatio School District
42603	Hot Springs School District
43804	Hoxie School District
44401	Huntsville School District
46007	Imboden Ar Charter School
46641	Institute For The Creative Arts
60667	Iota Community Schools
43306	Izard Co Cons School District
43405	Jackson County School District
46004	Jacksonville North Pulaski School District
45102	Jasper School District
42604	Jessieville School District
41608	Jonesboro School District
51607	Jonesboro Vocational (DOE) Center
41607	Jonesboro Vocational Center
47003	Junction City School District
44040	Kingston School District
46008	Kipp Delta Public Schools
45503	Kirby School District
43702	Lafayette County School District
42605	Lake Hamilton School District
42606	Lakeside (Hot Springs) School District
40903	Lakeside (Lake Village) School District
43604	Lamar School District
46605	Lavaca School District

District Number	School District
43810	Lawrence County School District
40506	Lead Hill School District
43904	Lee County School District
47205	Lincoln School District
46011	Lisa Academy
46048	Lisa Academy Nlr Campus
46001	Little Rock School District
44301	Lonoke School District
44202	Magazine School District
43003	Magnet Cove School District
41402	Magnolia School District
43004	Malvern School District
42501	Mammoth Spring School District
44712	Manila School District
46606	Mansfield School District
41804	Marion School District
45604	Marked Tree School District
42803	Marmaduke School District
45404	Marvell-Elaine School District
42305	Mayflower School District
46102	Maynard School District
47403	McCrary School District
42105	McGehee School District
43302	Melbourne Public School District
45703	Mena School District
56004	Metropolitan (DOE) Vocational
43211	Midland School District
43104	Mineral Springs School District
42203	Monticello School District
52204	Monticello Vocational (DOE) Center
42204	Monticello Vocational Center
44902	Mount Ida School District
40303	Mountain Home School District
42607	Mountain Pine School District
46901	Mountain View School District
41703	Mountainburg School District
42308	Mt Vernon-Enola School District
41704	Mulberry/Pleasant View Bi-County Schools

District Number	School District
53320	N Central AR Ed Coop (DOE) School District
43320	N Central AR Ed Coop (Reg) School District
43105	Nashville School District
41503	Nemo Vista School District
41611	Nettleton School District
45008	Nevada School District
43206	Newark School District
43403	Newport School District
56520	No Central Career (DOE) Center
46520	No Central Career (Reg) Center
46002	No Little Rock School District
57220	No West AR Educ Coop (DOE) School District
47220	No West AR Educ Coop (Reg) School District
40304	Norfolk School District
47006	Norphlet School District
53820	Northeast AR Coop (DOE) School District
43820	Northeast AR Coop (Reg) School District
40504	Omaha School District
44740	Osceola Comm Arts Business
44713	Osceola School District
45706	Ouachita River School District
43005	Ouachita School District
47241	Ozark Montessori Academy - Springdale
46505	Ozark Mountain School District
42404	Ozark School District
50520	Ozarks Unlimited Coop (DOE) School District
40520	Ozarks Unlimited Coop (Reg) School District
46205	Palestine/Wheatley School District
47309	Pangburn School District
42805	Paragould School District
44203	Paris School District
47007	Parkers Chapel School District
40407	Pea Ridge School District
45303	Perryville School District
41104	Piggott School District
44970	Pinecrest Academy Roselawn
40354	Pine Bluff Lighthouse Charter
43505	Pine Bluff School District

District Number	School District
42405	Pleasant View School District
46103	Pocahontas School District
45804	Pottsville School District
42703	Poyen School District
47206	Prairie Grove School District
46053	Premier High School Little Rock
46062	Premier High School North Little Rock
47242	Premier High School of Springdale Responsive Ed
45006	Prescott School District
46003	Pulaski Co Special School District
41203	Quitman School District
41106	Rector School District
51520	River Valley Technical (DOE) School
41520	River Valley Technical School
44706	Rivercrest School District
41613	Riverside School District
47307	Riverview School District
46057	Rockbridge Montessori School
40405	Rogers School District
47310	Rose Bud School District
69050	Rural Special School District
45805	Russellville School District
55806	Russellville Vocational (DOE) Center
45806	Russellville Vocational (Reg) Center
42502	Salem School District
46060	ScholarMade Achievement Place
44204	Scranton School District
46502	Searcy County School District
47311	Searcy School District
42705	Sheridan School District
47104	Shirley School District
40605	SIA Tech Little Rock
40406	Siloam Springs School District
43806	Sloan-Hendrix School District
47008	Smackover-Norphlet School District
55220	So Central Coop (DOE) School Dist
45220	So Central Coop (Reg) School Dist
41507	So Conway Co School District

District Number	School District
42220	So East AR Coop School District
52220	So East Ark Edu Serv Coop (DOE)
52920	So West AR Edu Coop (DOE) School
42920	So West AR Edu Coop School
45504	South Pike County School District
47105	South Side Bee Branch School Dist
43209	Southside School District
42906	Spring Hill School District
47207	Springdale School District
44003	Star City School District
45206	Stephens School District
47009	Strong-Huttig School District
40104	Stuttgart School District
44605	Texarkana School District
54606	Texarkana Vocational (DOE) Center
44606	Texarkana Vocational (Reg) Center
69060	Timbo School District
45605	Trumann School District
47510	Two Rivers School District
31070	Umpire School District
40505	Valley Springs School District
41612	Valley View School District
41705	Van Buren School District
42307	Vilonia School District
42503	Viola School District
46401	Waldron School District
41407	Walker School District
40602	Warren School District
50603	Warren Vocational (DOE) Center
40603	Warren Vocational Center
43509	Watson Chapel School District
47208	West Fork School District
41803	West Memphis School District
41204	West Side Sch Dist - Greers Ferry
47509	Western Yell Co School District
41602	Westside Consolidated School Dist
43606	Westside School District
46063	Westwind School For Performing Arts

District Number	School District
47304	White Co Central School District
43510	White Hall School District
57320	Wilbur Mills Coop (DOE) School Dist
47320	Wilbur Mills Coop (Reg) School Dist
41505	Wonderview School District
41304	Woodlawn School District
41905	Wynne School District
44502	Yellville-Summit School District