



Enrollment: Eligibility and Documentation

Employee Eligibility:

You must also be a full-time employee working a minimum of 30 hours per week. Benefits begin the first of the month following 60 days of employment. All employees that have satisfied their applicable waiting period are eligible to enroll during their initial enrollment period or to make any changes during the open enrollment period. Evidence of Insurability may be required if enrolling in some products.

Dependent Eligibility:

Your eligible dependents may include your legal spouse, your children under age 26 (criteria varies by benefit plan), your unmarried children over age 26 who are not able to support themselves due to a physical or mental disability.

DEPENDENT DOCUMENTATION:

If you are a new hire enrolling for the first time or if you are currently covered and adding new dependent(s), Human Resources will need certain documentation included with your enrollment form(s).

Below is a listing of required documentation. Please contact Human Resources if you have any questions.

PLEASE SEND COPIES, NOT ORIGINAL DOCUMENTS.

They will not be returned to you. Black-out personal information on all documents. Your information will be kept confidential. The paper documentation is stored securely until the completion of eligibility at which time it will be shredded and destroyed.

For Your Spouse

- Copy of marriage certificate (not license)
AND EITHER
- Copy of current federal tax return (1040, 1040A, 1040EZ) as listed with the IRS (**SUBMIT FRONT PAGE AND SIGNATURE PAGE ONLY**)
OR
- Copy of current federal tax return (1040, 1040A, 1040EZ) as listed with the IRS (**SUBMIT FRONT PAGE AND CERTIFICATE OF ELECTRONIC FILING ONLY**)

Note: If you have filed an extension: provide copy of extension plus prior year's tax return.

For your Child(ren):

For Birth, Step and Legally Adopted Child(ren)

- Copy of birth certificate or amended birth certificate naming the enrollee or enrollee's spouse as the parent, or adoption papers if applicable

For Court Appointed Dependent

- Copy of the court order

For a Totally and Permanently Disabled Dependent (specifically of dependent past age of 26)

Submit all of the following that apply:

- Physician letter with a Statement of Total and Permanent Disability, completed and signed by the dependent's physician (stamped signature not acceptable)
- Copy of SSI award if eligible.
- Copy of birth certificate or amended birth certificate naming the enrollee as the parent, or adoption papers