

ENROLLMENT AND INFORMATION CHANGES

This form is needed to ADD or INACTIVATE dependents. Please refer to these instructions before completing this form. Attach a **copy** of the appropriate documents as set forth below.

TO ADD DEPENDENTS:

- **SPOUSE:** A marriage certificate and spouse's birth certificate. The spouse's surname on the marriage certificate must match that on the birth certificate. Supporting documents must be included to explain any discrepancy. Supporting documents include spouse's divorce decree from previous marriage or a death certificate of spouse's former husband/wife.
- **NATURAL CHILD:** A state issued birth certificate which lists both parents' full name. (THE CHILD WILL BE COVERED FOR FIRST 90 DAYS FROM BIRTH WITHOUT ENROLLMENT DOCUMENTATION.)
- **STEP-CHILD:** A state issued birth certificate, custody papers, and most recent Federal income tax return showing dependency. The child must be living with the member in a parent-child relationship. Natural parent (member's spouse) of child must have sole and full custody rights. (NOTE: All documentation is required.)
- **ADOPTED CHILD:** Adoption decree that is signed and dated by a judge and a copy of the birth certificate.
- **STUDENTS/OVER AGE 19:** Eligibility for a dependent who has reached age 19 requires an original Verification of Attendance letter from student's school. Status to be reviewed by the Benefits Office every October and March. Each letter must state that the student is attending classes on a FULL-TIME BASIS.
- **PERMANENT DEPENDENT CHILD:** A permanent dependent child is a child who is unable to support him/herself due to mental retardation or physical handicap and is chiefly dependent upon the member for maintenance and support. We must have a letter from the child's doctor explaining the child's medical condition.

TO INACTIVATE DEPENDENTS:

- **SPOUSE:** A **full** divorce decree or a death certificate. A former spouse becomes ineligible upon the last day of the calendar month in which the divorce becomes final. The Benefits Office must receive the divorce decree, which must be signed by a judge, immediately but no later than 60 days after the date of divorce to offer a former spouse COBRA Continuation of Health Coverage. If the divorce decree is not received in a timely manner, the member and the former spouse will be obligated to reimburse the Plan for any claims paid by the Plan on the former spouse's behalf. (If we do not receive one of these documents, we will NOT ADD a member's new spouse nor inactivate a former spouse.)
- **CHILD/STUDENT:** A child who reaches the age of 19 will be inactivated automatically unless he/she is attending school full-time and the Benefits Office receives a Verification of Attendance letter.
- **STEP-CHILD:** A step-child will be inactivated if the member and the spouse are divorced or if custody terms change. We must receive the divorce decree and/or custody papers from the member before a step-child is inactivated. Also, we must be advised of the last day the step-child resided with the member (the "separation date").

COMPLETION FORM GUIDELINES

- LIST ALL CURRENT DEPENDENTS WHEN ADDING A NEW DEPENDENT
- COMPLETE ENTIRE BENEFICIARY SECTION EVEN IF THE INFORMATION REMAINS THE SAME
- THIS FORM **MUST BE NOTARIZED IN ALL CASES EXCEPT FOR ADDRESS CHANGES.**
- EXCEPT FOR VERIFICATION OF ATTENDANCE LETTERS, ONLY SEND COPIES OF OTHER DOCUMENTS. ORIGINAL DOCUMENTS WILL NOT BE RETURNED.

REMINDER No dependents will be added or inactivated without the proper documentation. The member will have his/her request denied until the procedure is followed correctly.

*** THE BENEFITS OFFICE MUST BE NOTIFIED IMMEDIATELY UPON MEMBER'S DIVORCE ***

ANY PERSON WHO FILES THIS FORM CONTAINING FALSE, INCOMPLETE OR MISLEADING INFORMATION MAY BE GUILTY OF A CRIMINAL ACT PUNISHABLE UNDER LAW AND MAY LOSE NEI BENEFIT COVERAGE.