

Peralta Community College District Benefits Enrollment Checklist
(6 forms are required plus documentation of full time equivalent (FTE) for academic term)
(Shaded portion of the form does not apply to Adjunct Employees)

Rev. 01/08/10

Information Received	Website Links	You may download forms from our Benefits Information Center website (link provided left) or contact the Benefits Office for hard copies.
1. Adjunct Benefit Open Enrollment Announcement	www.peralta.pswbenefits.net	
2. Initial / General COBRA	www.peralta.pswbenefits.net	
3. Kaiser Packet	www.peralta.pswbenefits.net	
4. Kaiser Disclosure & Plan Highlights		
5. CoreSource Summary Plan Description	www.peralta.pswbenefits.net	
6. CoreSource Pre-Existing Application & Notice	www.peralta.pswbenefits.net	
7. CoreSource Caremark—List of Pharmacies	www.peralta.pswbenefits.net	
8. CoreSource Caremark—Mail Order Prescriptions		
9. Spectera Vision Care Benefits	www.peralta.pswbenefits.net	
10. Delta Dental Overview	www.peralta.pswbenefits.net	
11. Delta Dental Evidence of Coverage		
12. UnitedHealthCare Dental Lists / Costs		
13. Flexible Benefits Plan Medical & Dependent Care Program	www.peralta.pswbenefits.net	
14. Section 132 Pre-Tax Parking & Commuter	www.peralta.pswbenefits.net	
15. Voluntary & Prepaid Legal Plan Overview & Service List	www.peralta.pswbenefits.net	
16. Tax-Deferred 403(b) & 457 Highlights & Comparison	www.peralta.edu	
17. Life Insurance Overview	www.peralta.pswbenefits.net	
18. Employee Assistance Program Overview	www.peralta.pswbenefits.net	
19. Life Insurance Certificate of Coverage	www.peralta.pswbenefits.net	
20. Long Term Disability Overview	www.peralta.pswbenefits.net	
21. Long Term Disability Certificate of Coverage	www.peralta.pswbenefits.net	
22. Voluntary Term Life CIGNA Overview	www.peralta.pswbenefits.net	
The following forms MUST be returned within 31 days from date of hire or state date (whichever occurs later) <i>Received by Benefits Office or N/A</i>		
23. Universal Enrollment Form	www.peralta.pswbenefits.net	
24. Pre-Existing Exclusion Application (except for dental)	www.peralta.pswbenefits.net	
25. Flexible Benefits Plan Enrollment Medical & Dental	www.peralta.pswbenefits.net	
26. CIGNA Voluntary Life Insurance Application	www.peralta.pswbenefits.net	
27. Cash in Lieu of Benefits Form	www.peralta.pswbenefits.net	
The following forms may be returned at any time:		
28. Pre-Tax Commuting Enrollment	www.peralta.pswbenefits.net	
29. Pre-Paid Legal Enrollment Form	www.peralta.pswbenefits.net	
30. Salary Reduction Agreement Form 403(b) & 457	www.peralta.edu	

WAIVER AND ACKNOWLEDGEMENT: I have read & understand my options. If I enroll in a group insurance plan, I agree to notify the District within 30 days of a qualifying event. If I do not enroll now, I understand that I may enroll at a later date subject to open enrollment provisions. If payroll deductions are required for medical or dental, I agree that they will be pre-tax and I will advise PCCD if I prefer after tax deductions.

Signature: _____

Date: _____

UNIVERSAL BENEFIT RE-ENROLLMENT FORM

ALL BENEFIT CHANGES MADE ON THIS ENROLLMENT FORM WILL BE
EFFECTIVE 03/01/10 - 08/31/10

PERALTA COMMUNITY
COLLEGE DISTRICT



333 East 8th Street
Oakland, CA 94606

*****ADJUNCT EMPLOYEES ONLY*****

COMPLETE SECTIONS 1-8 AND RETURN TO THE BENEFITS OFFICE

NO LATER THAN FRIDAY, FEBRUARY 19, 2010

1. EMPLOYEE INFORMATION (please print)

Employee Name (last name, first name, middle initial)		SHADED AREA FOR OFFICE USE ONLY:	
		EFFECTIVE DATE:	March 1, 2010
Employee Address (street, city, state, zip code)		MEDICAL GROUP/DIVISION #:	Kaiser: 65-51 or Coresource: Group 2 Division 49
		DENTAL GROUP/DIVISION #:	Delta: 938-1501 or UHC DMO: 04N6331
		FORM REVIEWED & APPROVED:	
		DATE REVIEWED & APPROVED:	
Home Phone:	Alternate Phone:	Email Address:	
Work Location:	Occupation: Adjunct Prof.	Social Security Number	
Date of Birth:	Date of Hire:	Date of Retirement:	
Hours/Week:	Gender	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow <input type="checkbox"/> Domestic Partner	

2. INDIVIDUALS COVERED

(A)dd (C)hange (D)rop	Name	Social Security Number	Date of Birth	Sex	Relationship Spouse Domestic Partner Child - natural Child - foster Child - adopted	Totally Disabled?	IRS Dependent?	Medical	Dental
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N		
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N		
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N		

If dropping dependents, please specify reason: _____

3. BENEFIT PLANS

<ul style="list-style-type: none"> MEDICAL/ VISION 	<p>Choose one:</p> <p><input type="checkbox"/>Kaiser Permanente HMO <input type="checkbox"/>Coresource PPO/Vision* <small>*Pre-existing condition limitations apply; 6 months for new hires; 18 months for late entrants</small> Division Name: Adjunct Group #: 2 / Division #: 49</p> <p><i>Please refer to the Eligibility Affidavit for a breakdown of premiums and your costs.</i></p>	<p>Choose one:</p> <p>(1)Employee Only <input type="checkbox"/>Kaiser <input type="checkbox"/>Coresource (2)Employee + 1 dependent <input type="checkbox"/>Kaiser <input type="checkbox"/>Coresource (3)Employee + family <input type="checkbox"/>Kaiser <input type="checkbox"/>Coresource</p>
<ul style="list-style-type: none"> DENTAL 	<p>Choose one:</p> <p><input type="checkbox"/>Delta PPO Dental <input type="checkbox"/>UHC DMO Dental (<i>MUST</i> designate DMO provider) Name of DMO Provider: _____ DMO Provider #: _____ (You may obtain the DMO provider # by calling Customer Service at 800-999-3367)</p> <p><i>Please refer to the Eligibility Affidavit for a breakdown of premiums and your costs.</i></p>	<p>Choose one:</p> <p>(1)Employee Only <input type="checkbox"/>Delta Dental <input type="checkbox"/>UHC Dental (2)Employee + 1 dependent <input type="checkbox"/>Delta Dental <input type="checkbox"/>UHC Dental (3)Employee + family <input type="checkbox"/>Delta Dental <input type="checkbox"/>UHC Dental</p>

Unless you check below, your premium WILL be deducted on a pre-tax basis from your PCCD pay:

I do **NOT** wish to have my premiums deducted on a pre-tax basis.

Signature _____ Date _____
Print First Name _____ Print Last Name _____

4. OTHER HEALTH INSURANCE

1. Is anyone listed eligible for Medicare? Yes No If yes, Medicare # _____
If yes, who? _____
2. Is anyone listed eligible for Medicaid or CHIP? Yes No ID# _____
If yes, who? _____
3. Are you or have you and/or any of your eligible family members been covered by other medical coverage within the last six months? Yes No If yes, complete the section below. Please list all current or prior medical coverage. Failure to provide complete information may result in significant delay of claims processing (attach additional sheets if necessary).

COVERED PERSON'S NAME (last, first, M.I.)	Policy Holder's Name	Insurance Company Name	Type of Coverage	Policy #	Termination Date (if applicable)
			<input type="checkbox"/> Health <input type="checkbox"/> Other: _____		
			<input type="checkbox"/> Health <input type="checkbox"/> Other: _____		
			<input type="checkbox"/> Health <input type="checkbox"/> Other: _____		
			<input type="checkbox"/> Health <input type="checkbox"/> Other: _____		

5. KAISER ENROLLEES MUST READ AND SIGN:

Kaiser Foundation Health Plan Arbitration Agreement:

Check if NOT enrolling in Kaiser

I understand that (except for Small Claims Court cases, claims subject to a Medicare appeals procedure, and, if my Group must comply with ERISA, certain benefit-related disputes) any dispute between myself, my heirs or other associated parties on the one hand and Health Plan, its health care providers, or other associated parties on the other hand, for alleged violation of any duty arising out of or related to membership in Health Plan, including any claim for medical or hospital malpractice, for premises liability, or relating to the coverage for, or delivery of, services or items, irrespective of legal theory, must be decided by binding arbitration under California law and not by lawsuit or resort to court process, except as applicable law provides for judicial review of arbitration proceedings. I agree to give up my right to a jury trial and accept the use of binding arbitration. I understand that the full arbitration provision is contained in the Evidence of Coverage.

EMPLOYEE SIGNATURE

DATE

6. CORESOURCE ENROLLEES MUST READ AND SIGN:

Check if NOT enrolling in Coresource

I attest by signing below that I have reviewed the information provided on this application and to the best of my knowledge and belief; it is true and accurate with no omissions or misstatements.

ARBITRATION AGREEMENT: If your coverage is under a private employer plan governed by ERISA (Employment Retirement Income Security Act of 1974), certain disputes may not be subject to the following arbitration provisions:

I understand that any and all disputes between myself (and/or any enrolled family member) and CoreSource for medical malpractice, must be resolved by binding arbitration, if the amount in dispute exceeds the jurisdictional limit of the Small Claims Court, and not by lawsuit or resort to court process, except as California law provides for judicial review of arbitration proceedings. Under this coverage, both the member and CoreSource are giving up the right to have any dispute decided in a court of law before a jury. CoreSource and the member also agree to give up any right to pursue on a class basis any claim or controversy against the other. For more information regarding binding arbitration, please refer to your Evidence of Coverage/Certificate.

If I am enrolled in an employer-sponsored benefit plan that is subject to ERISA (Employee Retirement Income Security Act of 1974, 29 U.S.C. section 1001, et seq.) I understand that any dispute involving an adverse benefit determination for a health claim may not be subject to mandatory binding arbitration. However, I further understand that any dispute I may have with respect to an adverse benefit determination for a health claim may be submitted to voluntary binding arbitration after the ERISA claim appeal process is completed.

EMPLOYEE SIGNATURE

DATE

7. COMPLETE THE APPLICABLE SECTION BELOW TO DETERMINE YOUR TOTAL PER PAY PERIOD DEDUCTION:

50/50 Plan - see below for premium rates 03/01/10-08/31/10:

Medical Premium \$ _____ ÷ 2 = \$ _____ X 6 = \$ _____ ÷ 3 = \$ _____ (your share)
 + Dental Premium \$ _____ X 6 = \$ _____ ÷ 3 = \$ _____ (your share)

TOTAL MEDICAL AND DENTAL PREMIUM PER PAY PERIOD: \$ _____ (your share)

100% Plan - see below for premium rates 03/01/10-08/31/10:

Medical Premium \$ _____ X 6 = \$ _____ ÷ 3 = \$ _____ (your share)
 + Dental Premium \$ _____ X 6 = \$ _____ ÷ 3 = \$ _____ (your share)

TOTAL MEDICAL AND DENTAL PREMIUM PER PAY PERIOD: \$ _____ (your share)

PREMIUM RATES

Current 03/01/10 Monthly
Premium Rates

Medical PPO (Coresource)

Single: \$ 535.22
 Two Party: \$1,195.84
 Three Party: \$1,796.53

Medical HMO (Kaiser)

Single: \$ 503.37
 Two Party: \$1,006.74
 Three Party: \$1,424.53

Dental PPO (Delta)

Single: \$ 65.04
 Two Party: \$ 110.57
 Three Party: \$ 169.11

Dental DMO (UnitedHealthcare)

Single: \$ 25.03
 Two Party: \$ 40.06
 Three Party: \$ 61.05

8. TERMS AND AGREEMENT (ALL EMPLOYEES MUST SIGN AND DATE BELOW):

In exchange for my enrollment, I agree to notify the District in writing within 30 days of the following:

1. my address change
2. change to my marital status resulting in adding or deleting a spouse or domestic partner
3. change to my eligible dependents status adding a newborn

I also acknowledge that in accordance with Peralta Community College District Board Policy, civil action may be brought against employees who make false statements or fail to notify the District of change in dependent status.

I agree to pay premium directly from my Peralta Community College District pay. If there are insufficient earnings, I will pay for benefits by personal check within the first 10 days of the coverage month or face cancellation of coverage for non-payment of premium.

I understand that re-enrollment for future semesters is not automatic and that I need to resubmit each semester for which I am eligible.

EMPLOYEE SIGNATURE _____

DATE _____

**Peralta Community College
Eligibility Affidavit
50% / 50% and 100% Plan
Spring 2010**

RETURN THIS FORM TO THE BENEFITS OFFICE NO LATER THAN FRIDAY, FEBRUARY 19, 2010. INCOMPLETE OR FORMS RECEIVED AFTER THIS DATE WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOU.

Section A: Personal Information

Employee's Name (Last, First, Middle Initial) - please print	Social Security Number	Date of Birth
Street Address - please print	City	State
Telephone Number (home)	Telephone Number (work)	Email Address

Check here if the above reflects any new / updated contact information.

Section B: Affidavit of Eligibility

Please answer Yes or No to questions 1, 2, and 3. Initial next to your response.

1. Are you currently employed by PCCD as any hourly faculty member? Yes No _____ (your initials here)
2. Do you have a fall assignment of 40% or greater? Yes No _____ (your initials here)
(refer to the Instructor Assignment Roster—**attach the Instructor Assignment roster to this form**)
3. Do you have other access to group medical insurance where all or part of the premium is paid through some source other than personal funds or a Community College District? Yes No _____ (your initials here)

Section C: Benefit Options—Circle your Choices and Attach an Adjunct Universal Enrollment Form

Coverage 50% / 50% Plan	Your 50% / 50% Monthly Share: 6 months of coverage paid in 3 in- stallments <u>Kaiser</u> Monthly Rate/Payroll Rate	Your 50% / 50% Monthly Share: 6 months of coverage paid in 3 installments <u>CoreSource</u> Monthly Rate/Payroll Rate	Coverage 100% Plan	Your 100% Monthly Share: 6 months of cover- age paid in 3 installments <u>Kaiser</u> Monthly Rate/Payroll Rate	Your 100% Monthly Share: 6 months of cover- age paid in 3 installments <u>CoreSource</u> Monthly Rate/Payroll Rate
Single	\$251.68/mo; 503.36/pr	\$267.61/mo; 535.22/pr	Single	503.37/mo; 1006.74/pr	535.22/mo; 1070.44/pr
Two Party	\$503.37/mo; 1006.74/pr	\$597.92/mo; 1195.84/pr	Two Party	1006.74/mo; 2013.48/pr	1195.84/mo; 2391.68/pr
Three Party	\$712.26/mo; 1424.52/pr	\$898.26/mo; 1796.52/pr	Three Party	1424.53/mo; 2849.06/pr	1796.53/mo; 3593.06/pr

Coverage Employee makes 3 installments for 6 months of coverage	Delta Dental PPO Dental Plan You pay full monthly premium	United HealthCare DMO Dental Plan You pay full monthly premium
Single	\$65.04	\$25.03
Two Party	\$110.57	\$40.06
Three Party	\$169.11	\$61.05

I understand that if I waive coverage or do not enroll in coverage, I can enroll at a later date if there is a QUALIFYING EVENT as permitted and defined by HIPAA governances.

Section D: Payroll Deduction Authorization

50% / 50% Plan: I hereby authorize Peralta Community College District Payroll Department to deduct the **above-referenced CIRCLED** amounts from my monthly paycheck to pay for 50% of the medical premium cost and 100% of the dental premiums for the amount of coverage I have selected. Deductions will occur for the 3 pay periods **March, April, May 2010**.
_____ (please sign and date)

OR

100% Plan: I hereby authorize Peralta Community College District Payroll Department to deduct the **above-referenced CIRCLED** amounts from my monthly paycheck to pay for 100% of the medical and or dental premium cost for the amount of coverage I have selected. Deductions will occur for the 3 pay periods **March, April, May 2010**. I do not qualify for the District contribution and agree to pay 100% of the above-referenced circled premium. _____ (please sign and date)

Section E: Complete and Attach Required Forms:

Term Workload Assignment , Adjunct Faculty Benefit Checklist & Universal Enrollment Form Checklist are attached to this Affidavit. _____
(initial here) 5

Application of Pre-Existing Condition Exclusion

Submit this form with the Adjunct Universal Enrollment Form

January 11, 2010

If enrolling on the Kaiser plan, complete sections A & C.
If enrolling on the CoreSource plan, complete sections A through C.

SECTION A

Employee and/or Dependent Name(s):

- ADJUNCTS ONLY: check here if enrolling in dental coverage.
ADJUNCTS ONLY: check here if enrollment is continuing from prior semester.

Hire date:

First eligible to enroll date:

Definition of Pre-Existing Condition: medical advice, diagnosis, care, or treatment recommended or received within a 6 month period. Generally, this 6 month period ends on the day before the waiting period begins.

SECTION B

As required under Federal law, we advised you and your eligible dependent(s) of contractual pre-existing condition exclusions under the self-funded plan (currently administered by CoreSource) offered by Peralta Community College District. Submit any evidence of prior coverage along with your Universal Enrollment form and within 30 days of coverage effective date. PCCD will only accept the Certificate of Creditable Coverage as issued from your prior insurer. Ask your former group insurance administrator for this Certificate. Your prior insurer is required to provide it upon request. PCCD will assist you acquiring this document from the prior carrier or employer should you so request, in writing.

Your pre-existing condition exclusion period may be reduced by prior creditable coverage as defined by the law. As of this date, you have:

- Submitted the Certificate of creditable coverage and have satisfied the pre-existing conditions limitation period in full. Evidence is attached.
Not submitted any evidence of prior creditable coverage. Therefore, the full limitation period applies.
6 months (timely enrollee) 18 months (late enrollee)
Submitted certification of prior creditable coverage. This totals days/months for all persons to whom this notice applies. This time can be used to offset the pre-existing condition exclusion period of our plan. Therefore, you will only be subject to days/months of limitation for pre-existing conditions from your date of hire (this includes any applicable waiting period).

You have the legal right to submit further certification of prior waiting periods and creditable coverage as it becomes available. If you disagree with the findings of this notice, please submit your disagreement, in writing to: Jennifer Seibert, District Benefits Coordinator, Peralta Community College District, 333 East 8th Street., Oakland, CA 94606, Phone number: 510 587-7868, Email: jseibert@peralta.edu

Note: Should your claims be denied in whole or in part by the insurance company based on the application of a pre-existing conditions limitation in excess of that stated above, contact Benefits Office for assistance in resubmitting your claim.

SECTION C

I understand that I am enrolling in the self-funded plan and I have been asked to provide a certificate of creditable coverage; or I understand that I am enrolling in the Kaiser plan and there is no pre-existing condition exclusion limitation for new or continuing enrollments on the plan.

Employee Signature

Date

Employer Signature

Date