# Peralta Community College District Benefits Enrollment Checklist

You may download forms from our Benefits Information Center website (link provided below) or contact the Benefits Office for hard copies.

<table>
<thead>
<tr>
<th>Information Received</th>
<th>Website Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Benefit Open Enrollment Announcement includes COBRA Notice and other Required Notices Comparisons</td>
<td><a href="http://www.peralta.pswbenefits.net">www.peralta.pswbenefits.net</a></td>
</tr>
<tr>
<td>2. Kaiser Packet</td>
<td></td>
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<tr>
<td>3. Kaiser Disclosure &amp; Plan Highlights</td>
<td></td>
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<tr>
<td>4. Peralta PPO “Traditional” &amp; PPO “Lite” Summary Plan Description</td>
<td></td>
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<tr>
<td>5. Peralta PPO “Traditional” &amp; PPO “Lite” Caremark—List of Pharmacies</td>
<td></td>
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<tr>
<td>6. Peralta PPO “Traditional” &amp; PPO “Lite” Caremark—Mail Order Prescriptions</td>
<td></td>
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<tr>
<td>7. UnitedHealthCare Vision Benefits</td>
<td></td>
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<td>8. Delta Dental Overview</td>
<td></td>
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<td>9. Delta Dental Evidence of Coverage</td>
<td></td>
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<td>10. UnitedHealthCare Dental Lists / Costs</td>
<td></td>
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<tr>
<td>11. Flexible Benefits Plan Medical &amp; Dependent Care Program</td>
<td></td>
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<td>12. Section 132 Pre-Tax Parking &amp; Commuter</td>
<td></td>
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<td>13. Voluntary &amp; Prepaid Legal Plan Overview &amp; Service List</td>
<td></td>
</tr>
<tr>
<td>14. Tax-Deferred 403(b) &amp; 457 Highlights &amp; Comparison 2013</td>
<td></td>
</tr>
<tr>
<td>15. Life Insurance Overview</td>
<td><a href="http://www.peralta.edu">www.peralta.edu</a></td>
</tr>
<tr>
<td>16. Employee Assistance Program Overview</td>
<td></td>
</tr>
<tr>
<td>17. Life Insurance Certificate of Coverage</td>
<td><a href="http://www.peralta.pswbenefits.net">www.peralta.pswbenefits.net</a></td>
</tr>
<tr>
<td>18. Long Term Disability Overview</td>
<td></td>
</tr>
<tr>
<td>19. Long Term Disability Certificate of Coverage</td>
<td></td>
</tr>
<tr>
<td>20. Voluntary Term Life CIGNA Overview</td>
<td></td>
</tr>
<tr>
<td><strong>The following forms MUST be returned within 30 days from date of hire or state date (whichever occurs later)</strong> Received by Benefits Office or N/A</td>
<td></td>
</tr>
<tr>
<td>21. Universal Enrollment Form (includes Checklist, Pre-existing Condition Exclusion and Dependent Documentation Matrix)</td>
<td><a href="http://www.peralta.pswbenefits.net">www.peralta.pswbenefits.net</a></td>
</tr>
<tr>
<td>22. Pre-Existing Exclusion Application (except for dental)</td>
<td><a href="http://www.peralta.pswbenefits.net">www.peralta.pswbenefits.net</a></td>
</tr>
<tr>
<td>23. Flexible Benefits Plan Enrollment Medical &amp; Dental</td>
<td><a href="http://www.peralta.pswbenefits.net">www.peralta.pswbenefits.net</a></td>
</tr>
<tr>
<td>24. CIGNA Voluntary Life Insurance Application</td>
<td><a href="http://www.peralta.pswbenefits.net">www.peralta.pswbenefits.net</a></td>
</tr>
<tr>
<td>25. Cash in Lieu of Benefits Form</td>
<td><a href="http://www.peralta.pswbenefits.net">www.peralta.pswbenefits.net</a></td>
</tr>
<tr>
<td><strong>The following forms may be returned at any time:</strong></td>
<td><a href="http://www.peralta.pswbenefits.net">www.peralta.pswbenefits.net</a></td>
</tr>
<tr>
<td>26. Pre-Tax Commuting Enrollment</td>
<td><a href="http://www.peralta.pswbenefits.net">www.peralta.pswbenefits.net</a></td>
</tr>
<tr>
<td>27. Pre-Paid Legal Enrollment Form</td>
<td><a href="http://www.peralta.pswbenefits.net">www.peralta.pswbenefits.net</a></td>
</tr>
<tr>
<td>28. Salary Reduction Agreement Form 403(b) &amp; 457</td>
<td><a href="http://www.peralta.pswbenefits.net">www.peralta.pswbenefits.net</a></td>
</tr>
</tbody>
</table>

**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: ___________________________________________
**UNIVERSAL BENEFIT ENROLLMENT FORM**

**SUBMIT THIS FORM WITHIN 30 DAYS OF QUALIFYING EVENT**

(hire, birth of child, marriage, divorce, etc.)

**ALLOW 10 DAYS FOR PCCD & VENDOR PROCESSING. CHANGES ARE EFFECTIVE THE FIRST DAY OF THE FOLLOWING MONTH (EXCEPTION BIRTH AND ADOPTION — EFFECTIVE ON DATE OF BIRTH OR ADOPTION).**

Active employees: Review and/or complete sections 1–10 (5, 8 or 9, if applicable)
Retirees: Complete sections 1, 2, 3, (4, 8 or 9 if applicable)
Surviving spouses and/or COBRA participants: Complete sections 1, 2, 4, (8 or 9 if applicable)

1. **EMPLOYEE INFORMATION** please print (all covered employees/retirees/surviving spouses/COBRA participants)

   - **Employee Name (last, first, middle)**
   - **Employee Address (street, city, state, zip)**
   - **Home Phone:**
   - **Alternate Phone:**
   - **Email Address:**
   - **Work Location:**
   - **Union Affiliation:**
   - **Hours/Week:**
   - **Social Security #**
   - **Date of Birth**
   - **Date of Hire**
   - **Year of Retirement (if applicable)**
   - **MALE □ FEMALE □ MARITAL STATUS: □ Single □ Widow □ Married (Date:__________) □ Divorced (Date:__________) □ Domestic Partner (Date:__________)**
   - **Surviving spouse of a retiree: Name of retiree:**
   - **Date of retiree death:**

2. **BENEFIT PLANS**

   **MEDICAL**
   - Choose one: *premiums carry forward into retirement*
     - □ Kaiser Permanente HMO
     - □ Peralta "Traditional" PPO Plan *(In- and out-of-network benefits - includes participation in the Anthem Blue Cross Network)*
     - □ Peralta "Life" PPO Plan *(in-network benefits only - includes participation in the Anthem Blue Cross Network)*
     - □ Waive medical/vision coverage $225-Complete Cash-in-Lieu Form *(active employees only)*
   - Choose one: *(1) Employee only (2) Employee + 1 dep (3) Employee + family*
     - Refer to Peralta Community College District Required Documentation Matrix

   **DENTAL**
   - Choose one *(Must either be an active employee or currently on COBRA)*
     - □ Delta PPO Dental Plan
     - □ UHC DMO *(formerly Pacific Union Dental)*
     - *MUST designate DMO Provider*
     - □ Waive dental coverage $25-Complete Cash-in-lieu Form *(active employees only)*
   - Choose one: *(1) Employee only (2) Employee + 1 dep (3) Employee + family*
     - Enrollment for dependents is incomplete without documentation. Incomplete forms are not processed.

   **DMO Provider ID#** *(obtain from member services)*
   800-999-3367

Peralta Universal Benefit Enrollment Form Revised 4/17/13  Page 1 of 9
3. OTHER HEALTH INSURANCE

1. Is anyone listed eligible for Medicare? ☐Yes ☐No  If Yes, Medicare # __________________________  (attach a copy of the Medicare card)
   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).

<table>
<thead>
<tr>
<th>COVERED PERSON’S NAME (Last, First M.I.)</th>
<th>Policy Holder’s Name</th>
<th>Insurance Company Name</th>
<th>Type of Coverage</th>
<th>Policy #</th>
<th>Termination Date (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐Health</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>☐Other: _____________________________</td>
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<tr>
<td>☐Health</td>
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<tr>
<td>☐Other: _____________________________</td>
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</tbody>
</table>

4. RELIASTAR LIFE INSURANCE COMPANY LIFE/AD&D (all active employees and retired employees to age 66)

Basic Life Insurance (Employer pays Premium) ☒Life/AD&D Insurance (1 1/2 times base earnings to a maximum of $100,000)

Primary Beneficiary #1  Last Name  First  MI  __________________________  %
Street Address  City  State  Zip

Primary Beneficiary #2  Last Name  First  MI  __________________________  %
Street Address  City  State  Zip

Contingent Beneficiary #1  Last Name  First  MI  __________________________  %
Street Address  City  State  Zip

Contingent Beneficiary #2  Last Name  First  MI  __________________________  %
Street Address  City  State  Zip

Note: A Contingent Beneficiary will receive benefits only if the Primary Beneficiary does not survive you.  If you wish to designate more than two Primary or Contingent Beneficiaries, please attach a separate sheet of paper.

EMPLOYEE SIGNATURE _____________________________________________________________
☐ Check here if adding an additional page, sign and date the additional page.  DATE __________

5. CIGNA VOLUNTARY LIFE INSURANCE (active employees only)

☐ Check here if you would like more information sent to your home address regarding Voluntary Employee or Dependent Life (Note: For late enrollees, all coverage amounts are subject to Evidence of Good Health. You may apply for additional insurance from $10,000 or more for yourself or your eligible dependents.)

6. RELIASTAR LIFE INSURANCE COMPANY LONG TERM DISABILITY (active employees only)

☒ 60% LTD Plan - Basic Income Replacement (employer pays premium)

7. EMPLOYEE ASSISTANCE PROGRAM (active employees only)

☒ MHN Employee Assistance Plan (employer pays premium for active employees only)

8. KAISER PERMANENTE ENROLLEES MUST READ AND SIGN:

Kaiser Foundation Health Plan Arbitration Agreement:
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, relatives, 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 (a claim that medical services were unnecessary or unauthorized or were improperly, negligently, or incompetently rendered), 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 our 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 __________
In my absence, you are authorized to contact the following regarding my Peralta benefits:

First Name: ___________________________  Last Name: ___________________________  Contact Telephone Number: ___________________________
9. PERALTA PPO PLAN ENROLLEES MUST READ AND SIGN:

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.

ARBTRATION 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 the Plan 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 the Plan are giving up the right to have any dispute decided in a court of law before a jury. The Plan 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.

A group health plan makes coverage effective on the first of the month following your initial date of hire and on each open enrollment period following. Open enrollment generally occurs in February and August of each calendar year for all other employees.

The District’s self-funded plan administered by CoreSource imposes a 6-month maximum pre-existing condition exclusion (18 months for late enrollees) and uses a 6-month look back period. As part of the enrollment application materials, the plan provides the following statement:

This plan imposes a pre-existing condition exclusion. This means that if you have a medical condition before coming to our plan, you might have to wait a certain period of time before the plan will provide coverage for that condition. This exclusion applies only to conditions for which 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. The pre-existing condition exclusion does not apply to pregnancy or to a child who is enrolled in the plan within 30 days after birth, adoption, or placement for adoption.

This exclusion may last up to 6 months (18 months if you are a late enrollee) from your first day of coverage, or, if you were in a waiting period, from the first day of your waiting period. However, you can reduce the length of this exclusion period by the number of days of your prior creditable coverage. Most prior health coverage is creditable and can be used to reduce the pre-existing condition exclusion if you have not experienced a break in coverage of at least 63 days. To reduce the 6 months (18 months if you are a late enrollee) exclusion period by your creditable coverage, you should give us a copy of any certificates of creditable coverage you have. If you do not have a certificate, but you do have prior health coverage, we will help you obtain one from your prior plan or issuer. There are also other ways that you can show you have creditable coverage. Please contact us if you need help demonstrating creditable coverage.

Health Care Reform removed the pre-existing condition requirement for members under the age of 19.

All questions about the pre-existing condition exclusion and creditable coverage should be directed to: Jennifer Seibert, District Benefits Manager, Peralta Community College District, 333 East 8th Street, Oakland, CA 94606, Phone number: 510-466-7229, Email: benefits@peralta.edu

________________________

DATE

EMPLOYEE SIGNATURE

In my absence, you are authorized to contact the following regarding my Peralta benefits:

First Name: ___________________________________________ Last Name: ___________________________________________

Contact Telephone Number: ________________________________

10. ALL EMPLOYEES MUST READ AND SIGN: I agree to notify the District in writing within 30 days of the following to preserve benefit enrollment.

1. My change of address
2. Change to my marital status resulting in adding or deleting a spouse or domestic partner
3. Change to my eligible dependents status such as adding a newborn, or adopted child
4. Change to my ineligible dependents status such as deleting an overage dependent
5. Naming ineligible dependents may result in repaying District premium or claim costs per Board Policy 3.86
6. Registration of Domestic Partnership. My domestic partner □ is a registered domestic partner and I have attached a California State Registration of Domestic Partnership, □ is not a registered domestic partner, □ does not apply
7. Failure to notify the District of change in dependent status may result in actions stated in item #5 above.
8. Eligibility is subject to post-enrollment audit
9. If applicable, I agree to pay premiums based on my plan election and employment status under IRS code 125 on the following basis: □ Deductions pre-tax □ Deductions after tax

________________________

EMPLOYEE SIGNATURE

DATE
Application of Pre-Existing Condition Exclusion

Submit this form with the Universal Enrollment Form

If enrolling on the Kaiser Plan, complete sections A & C.
If enrolling on one of the Peralta Self-Funded Plans, complete sections A through C.

SECTION A

Employee and/or Dependent Name(s):

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

*Health Care Reform removed the pre-existing condition requirement for member under the age of 19.

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 Manager, Peralta Community College District, 333 East 8th Street, Oakland, CA 94606, Phone number: 510-466-7229, Email: benefits@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 __________________________
Peralta Community College District
Required Documentation Matrix

The below matrix outlines the documentation options that you can submit to verify eligibility for each dependent enrolled with health coverage. Please note the following:

- Send photocopies only. **Do not send original documents.**
- Mark out any personal financial information such as income, account balances, and payment amounts.
- Write the Employee’s Name on each document.
- Retain a copy of all documentation and completed forms for your records.

### Spouse

Please provide the following document to verify Proof of Relationship and Joint Ownership.

- **First Page of Employee’s or Spouse’s Federal Tax Return**
  Photocopy of the first page of the employee or spouse’s 2011 or 2012 tax return showing “Married Filing Jointly” or “Married Filing Separately.” The spouse’s name must be entered on the employee’s tax form in the space provided after the “Married Filing Separately” status. **Note: This document satisfies both Proof of Relationship and Proof of Joint Ownership. Please mark out all financial information.**

If you are unable to provide Employee or Spouse’s Federal Tax Return, please provide one document from each of the following columns to verify Proof of Relationship and Proof of Joint Ownership.

### Spouse or Domestic Partner

If unable to provide a Federal Tax Return, please provide one document from each column to verify Proof of Relationship and Proof of Joint Ownership. Visit website [www.ftb.ca.gov/individuals/faq/dompart.shtml](http://www.ftb.ca.gov/individuals/faq/dompart.shtml).

<table>
<thead>
<tr>
<th>Proof of Relationship Documents</th>
<th>Proof of Joint Ownership Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certified Marriage Certificate or License</strong></td>
<td><strong>Home Ownership</strong></td>
</tr>
<tr>
<td>Photocopy of certified marriage certificate with</td>
<td>Photocopy of mortgage statement dated within the past</td>
</tr>
<tr>
<td>appropriate signature and stamp/seal showing on</td>
<td>3 months showing both names as mortgage</td>
</tr>
<tr>
<td>photocopy or legally valid marriage license from</td>
<td>holders/tenants. <strong>Note: Please mark out all financial information.</strong></td>
</tr>
<tr>
<td>appropriate state or local government.</td>
<td></td>
</tr>
<tr>
<td><strong>Immigration Paperwork</strong></td>
<td><strong>Joint Rental Property</strong></td>
</tr>
<tr>
<td>Photocopy of immigration papers with appropriate</td>
<td>Photocopy of lease or rental agreement dated within the past</td>
</tr>
<tr>
<td>signature and stamp/seal showing on photocopy</td>
<td>12 months showing both names as tenants. **Note: Please mark out all</td>
</tr>
<tr>
<td>that identifies employee/spouse relationship.</td>
<td>financial information.**</td>
</tr>
<tr>
<td><strong>Notarized Affidavit of Common Law Marriage</strong></td>
<td><strong>Home/Rental Insurance</strong></td>
</tr>
<tr>
<td>In cases of state recognized common law</td>
<td>Photocopy of homeowner’s insurance, renter’s insurance, or property</td>
</tr>
<tr>
<td>marriage, a Notarized Affidavit of Common Law</td>
<td>tax receipt dated within the past 12 months showing both names as</td>
</tr>
<tr>
<td>Marriage.</td>
<td>mortgage holders/tenants. **Note: Please mark out all financial</td>
</tr>
<tr>
<td><strong>Notarized Affidavit of Domestic Partnership</strong></td>
<td><strong>Bank Statement</strong></td>
</tr>
<tr>
<td>Notarized Affidavit of Domestic Partnership.</td>
<td>Photocopy of joint bank account statement dated within the past</td>
</tr>
<tr>
<td></td>
<td>3 months showing both names as account holders. **Note: Please mark</td>
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<tr>
<td></td>
<td>out all financial information.**</td>
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</tbody>
</table>
### Spouse or Domestic Partner – continued

<table>
<thead>
<tr>
<th>Proof of Relationship Documents</th>
<th>Proof of Joint Ownership Documents</th>
</tr>
</thead>
</table>
| • Registration of Domestic Partnership  
  Photocopy of certificate of registration as the employee’s domestic partner, if living in a city, county, state, or municipality providing for registration as domestic partner. | • Credit Card Statement  
  Photocopy of credit card statement dated within the past 3 months showing both names as card holders.  
  *Note: Please mark out all financial information.*                                                                 |
| • Automobile Statement  
  Photocopy of automobile title or registration dated within the past 12 months listing both names as co-owners. | • Loan Statement  
  Photocopy of a loan agreement dated within the past 12 months showing both names as co-borrowers.  
  *Note: Please mark out all financial information.*                                                                 |
| • Miscellaneous Bills  
  Photocopy of two different types of current bills dated within the past 3 months showing one of the spouse’s names on each bill and the same common mailing address, e.g. telephone bill, electric bill, cable bill.  
  *Note: Please mark out all financial information.*                                                                 |
| • Beneficiary Statement  
  Photocopy of designation as the primary beneficiary for life insurance or retirement benefits.  
  *Note: Please mark out all financial information.*                                                                 |
| • Driver’s License  
  Photocopy of the employee’s and spouse’s driver’s licenses listing a common address. | |

*Note: Please mark out all financial information.*
Natural Child, Adopted Child, Step Child, Child of Domestic Partner, Dependent Child by Custody, Court Order, or Guardianship

Please provide **one** document for each child to verify Proof of Relationship.

- **Federal Tax Return**  
  Photocopy of the first page of the employee’s, spouses, or domestic partner’s most recent 2011 or 2012 Federal Tax return showing the child listed as an eligible dependent. *Note: This document satisfies both Proof of Relationship and Proof of Principal Support. Please mark out all financial information*

- **Court Certified Divorce Decree**  
  Photocopy of certified Divorce Decree with appropriate signature and stamp/seal showing on photocopy that documents required child health coverage. *Note: This document satisfies both Proof of Relationship and Proof of Principal Support.*

- **Certified Legal Guardianship**  
  Photocopy of certified court ordered legal guardianship document with appropriate signature and stamp/seal showing on photocopy that documents required child health coverage. *Note: This document satisfies both Proof of Relationship and Proof of Principal Support.*

- **Ordered Health Coverage**  
  Photocopy of Qualified Medical Child Support Order (QMCSO). *Note: This document satisfies both Proof of Relationship and Proof of Principal Support.*

- **Court Ordered Health Coverage**  
  Photocopy of National Medical Support Notice (NMSN). *Note: This document satisfies both Proof of Relationship and Proof of Principal Support.*

- **Court Ordered Health Coverage**  
  Photocopy of court document with appropriate signature ordering child health coverage. *Note: This document satisfies both Proof of Relationship and Proof of Principal Support.*

*If you are unable to provide one of the above documents, please proceed to the next page.*
### Natural Child, Adopted Child, Step Child, Child of Domestic Partner, Dependent Child by Custody, Court Order, or Guardianship - continued

If you are unable to provide one of the documents from the preceding page, you must provide **one** document from the following to verify eligibility for each dependent child.

#### Proof of Relationship Documents

- **Certified Birth Certificate**
  Photocopy of certified birth certificate with appropriate signature and stamp/seal showing on photocopy that identifies the parent/child relationship with the employee, spouse, or domestic partner

- **Hospital Verification of Birth (Less than 6 months old)**
  For children under 6 months old, photocopy of hospital verification of birth that identifies the employee, spouse, or domestic partner as the child’s parent

- **Certified Adoption Certificate**
  Photocopy of certified court approved adoption document with appropriate signature and stamp/seal showing on photocopy that identifies the employee, spouse, or domestic partner as the child’s parent

- **Adoption Agreement**
  Photocopy of placement letter/agreement from court or adoption agency that identifies the employee, spouse, or domestic partner as the child’s parent

- **Report of Birth Abroad**
  Photocopy of report of birth abroad of a citizen of the United States (issued by the State Department with appropriate signature and stamp/seal showing on photocopy) that identifies the employee, spouse, or domestic partner parent/child relationship

- **Immigration Paperwork**
  Photocopy of immigration papers with appropriate signature and stamp/seal showing on the photocopy that identifies the parent/child relationship with the employee, spouse, or domestic partner

*Note: your dependent child(ren) can be married, but his/her spouse and children will NOT qualify for dependent coverage.*

An adult child who has not attained age 26 is NOT eligible for coverage if the child is eligible to enroll in an employer-sponsored health plan other than a group health plan of a parent.

The child(ren) must be under the age of 26 unless they have a total and permanent disability that was medically determined prior to the end of the calendar year in which the child attains age 26.

### Disabled Adult Child

For disabled dependent children, you must also provide one of the following:

- Photocopy of Social Security disability award letter

- Photocopy of current Social Security disability payment

- Photocopy of signed physician Health Care Statement for Disabled Dependents certifying that the dependent is incapable of self-sustaining employment and dependent upon the employee, spouse, or domestic partner due to a mental and/or physical disability. To request a blank Health Care Statement for Disabled Dependents, contact PSW Benefit Resources at 1-877-866-2623 or technica1services@pswbenefits.com
FAQ - Benefits and What to Expect After Enrollment

When will my coverage become effective?
If you are a new employee or have had a HIPAA qualifying event your coverage will become effective the first day of the month following your date of hire or the first day of the month following your qualifying event. If you are a current employee who has changed benefit options during open enrollment, your effective date will be January 1st.

When will I receive my ID card?
You must download your Delta Dental ID card from the Delta Dental website. Your Kaiser, CoreSource and United Health Care Dental ID card will be issued within 7 to 10 business days from when Peralta processes your form.

How do I independently verify my enrollment and coverage?
To verify your enrollment and applicable coverage for you and your eligible dependents
- call the insurance carrier
- visit the website of the carrier you have selected

Refer to the EMPLOYEE BENEFITS with your enrollment packet from the PCCD Benefits Office.

What is an HMO? (Kaiser)
A HMO is a type of managed care organization (MCO) that provides a form of health care coverage that is fulfilled through hospitals, doctors, and other providers with which the HMO has a contract. Unlike traditional indemnity insurance, an HMO covers only care rendered by those doctors and other professionals who have agreed to treat patients in accordance with the HMO’s guidelines and restrictions in exchange for a steady stream of customers.

What is a PPO? (CoreSource)
A PPO is a group of hospitals and physicians that contract on a fee-for-service basis with insurance companies to provide comprehensive medical service. If you have a PPO, your out-of-pocket costs may be lower in a PPO than in a non-PPO plan.

What is a Deductible?
A deductible is the amount of money you or your dependents must pay toward a health claim before your organization’s health plan makes any payments for health care services rendered. For example, a plan participant with a $100 deductible would be required to pay the first $100, in total, of any claims during a plan year.

What is Coinsurance?
Coinsurance is a provision in your health plan that describes the percentage of a medical bill that you must pay and that which the health plan must pay.

What is Out-Of-Pocket Maximum?
The maximum amount (deductible and coinsurance) that an insured will have to pay for covered expenses under a plan. Once the out of pocket maximum is reached the plan will cover eligible expenses at 100%.

What is Utilization Management (UM)?
UM is the process of reviewing the appropriateness and the quality of care provided to patients. UM may occur before (pre-certification), during (concurrent) or after (retrospective) medical services are rendered. For example, your health plan may require you to seek prior authorization from your utilization management company before admitting you to a hospital for non-emergency care. This would be an example of pre-certification. Your medical care provider and a medical professional at the UM company will discuss what is the best course of treatment for you before care is delivered. UM reduces unnecessary hospitalizations, treatment and costs.

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CLAIMS
I have a problem with my claim, who do I call?
You should call the insurance carrier first. You will find the number on the back of your ID card. If they do not resolve your problem, then call PSW Benefit Resources at (877) 866-2623.

RESOURCES
Where can I find information about my benefits?
You can find information about your benefits on the internet by going to the Peralta Community College District Benefits Information Center (BIC).
www.peralta.pswbenefits.net
www.peraltaretirees.pswbenefits.net

PAYCHECK CONTRIBUTIONS
If there is a question regarding payroll medical, dental or flexible spending deductions, contact the Peralta Benefits Office at (510) 466.7229 or email: benefits@peralta.edu.