



**TONI N. HARP**  
MAYOR

## DEPARTMENT OF HUMAN RESOURCES CITY OF NEW HAVEN

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**STEPHEN J. LIBRANDI**  
MANAGER OF HUMAN RESOURCES  
AND BENEFITS

### **MEDICAL BENEFIT ENROLLMENT, OPEN ENROLLMENT, RE-ENROLLMENT** *DOCUMENT REQUIREMENTS*

#### **For SPOUSE Enrollment, Open Enrollment & Re-Enrollment**

- If recently married (within the last 12 months), a copy of your marriage license is required.
- If marriage occurred over 12 months ago, a copy of the marriage license AND one of the following is required:
  - Evidence of joint responsibilities in common household expenses addressed to your home address which clearly indicates both your name and your spouse's name (a copy of a recent utility bill dated within the past 6 months), OR
  - A copy of a joint credit card statement, dated within the past 6 months, addressed to your home address which clearly indicates both your name and your spouse's name, OR
  - Proof of a joint bank account, such as a copy of a bank statement, dated within the past 6 months, addressed to your home address which clearly indicates both your name and your spouse's name, OR
  - Proof of joint obligation on a newly acquired loan, dated within the past 6 months, addressed to your home address which clearly indicates both your name and your spouse's name, OR
  - Proof of current Automobile Insurance, which lists your home address which clearly indicates both your name and your spouse's name.

#### **For CHILD or DEPENDENT Enrollment, Open Enrollment & Re-Enrollment**

- Copy of child's birth certificate indicating parent's identity. This must be the full or long size, not the wallet size version.
- If covering an adopted child, provide copies of adoption papers
- If legal guardian to dependent children under the age of 26, copy of Probate Court documentation

#### **SPECIAL CIRCUMSTANCES – ADDING OR CHANGING DEPENDENTS**

Circumstances that are considered to be a "Change of Life" or "Qualifying Event" allow you to add dependents anytime throughout the year to your health plan. (An application must be submitted with 31 days of the qualifying event.) You are required to produce the same documentation as listed above.

Examples of "Change of Life" and "Qualifying Events" are listed below:

- Marriage
- Birth of a child
- Adoption of child
- Assumption of legal guardianship or court-ordered custody
- New step-children
- Loss of coverage from another insurance carrier

**The above are examples of possible qualifying event enrollment scenarios and are not all-inclusive.**

PLEASE NOTE: These documents are needed for all Enrollments, Open Enrollments and Re-Enrollments, even if you have provided them in the past. Failure to provide the correct documents may result in your dependent(s) being cancelled from your plan. You would not be able to add them back until the next Open Enrollment period.

The Human Resources and Benefits Department will not accept any applications for any Plan Enrollment or changes if the supporting documentation is not attached. These applications will be returned to the employee or retiree for compliance.