

INSTRUCTIONS FOR NEW EMPLOYEES REGARDING BENEFIT ENROLLMENT

The information contained in this folder is regarding state sponsored benefits. This includes medical dental, vision, life insurance, health savings account and flexible spending account information for you and any eligible dependents. To view additional information related to the health benefits, such as plan summaries and rates, Certificates of Coverage (COC), benefit handbook or doctor/dentist participation, you will want to visit our website at: <http://www.in.gov/spd/2337.htm>

After reviewing the information, please make sure to log onto PeopleSoft and complete your benefit enrollment through Self Service Benefits. At the end of your orientation day, you will receive quick steps along with your PeopleSoft ID, your User ID and your password to assist you in completing your benefit enrollment. Per the State's contracts with the carriers, **ELECTIONS MUST BE MADE AND SUBMITTED NO LATER THAN THE MONDAY FOLLOWING THE PAY PERIOD IN WHICH YOU WERE HIRED.** If your benefits are not submitted by the deadline, you will have to wait until the next open enrollment period to enroll in benefits. If you have any questions about your enrollment deadline, please feel free to contact the State Personnel Benefits Hotline.

If you have a disabled dependent over age 26, you will need to contact the State Personnel Benefits Hotline so that you can be assisted in completing your benefit enrollment. Upon contacting the Benefits Division, you will also be notified of any documentation needed to complete the enrollment of your disabled dependent on your benefits.

Eligible dependent(s) are defined as:

Spouse: One's wife or husband. An ex-spouse is not eligible for coverage, even if court ordered.

Children: Natural-, step-, foster, or legally adopted children; children who reside in the employee's home for whom the employee or spouse has been appointed legal guardian or awarded legal custody by a court, under the age of 26.

Age limitation: Dependent children are eligible for coverage until their 26th birthday.

If the dependent child is both incapable of self-sustaining employment by reason of mental or physical disability and is chiefly dependent upon the employee for support and maintenance prior to age 19, the dependent child's coverage shall continue if satisfactory evidence of such disability and dependency is received within 120 days after child's 26th birthday. Coverage for the dependent will continue until the employee discontinues his coverage or the disability no longer exists.

A dependent child of the employee who attained age 26 while covered under another health care policy and met the disability criteria specified above, is an eligible dependent for enrollment so long as no break in coverage longer than 63 days has occurred immediately prior to enrollment. Proof of disability prior to age 19 and proof of prior coverage will be required. The plan requires annual documentation from a physician after the child's attainment of the limiting age.

Adult relatives: Even in situations where the employee possesses a court order or legal guardianship, adult relatives (e.g. father, mother, aunt, uncle, niece, and nephew) do not qualify as dependents and are not eligible for benefits through the state of Indiana except as dependents under the Dependent Care Spending Account.