CDS Family and Behavioral Health Services

ANNUAL BENEFIT ENROLLMENT FORM

PLAN YEAR JULY 1, 2016 THROUGH JUNE 30, 2017

Please Complete the Following Information: (Please Print)

Employee Full Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First MI

SS#: \_\_\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_  Male  Female Date of Birth: \_\_\_\_\_\_\_-\_\_\_\_\_\_\_-\_\_\_\_\_\_\_

 (Month) (Day) (Year)

# Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ St \_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status: Married Single  Divorced  Widowed  Separated Tobacco User:  Yes  No

Spouse Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS#: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_-\_\_\_\_\_\_-\_\_\_\_\_

 (Month) (Day) (Year)

If married, is your spouse covered by another health plan?  Yes  No

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Child Name |  | Gender |  | Birth Date (mm/dd/yy) |  | Social Security # |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

 **BENEFICIARY**: *Please designate a beneficiary for your Base Group Life Insurance.*

*Primary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Secondary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 **EMPLOYEE AGREEMENT:**

**ASSOCIATE AGREEMENT:** I hereby apply for the group benefits indicated by my elections on this enrollment form. I attest that the information I have provided on this form and on any additional forms my elections require is true to the best of my knowledge. I understand that this information will constitute the basis on which coverage will be issued or, if appropriate, denied.

I understand that coverage will not take effect unless I am actively at work and for my dependents will not take effect if they are confined to a hospital or other health care facility or are unable to perform the normal activities of someone of like age and sex, and that any person who knowingly and with intent to injure, defraud or deceive any insurer, files a statement of claims or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree. I attest that I understand the rules regarding pre-existing condition coverage limitations and evidence of insurability requirements for each coverage.

I further acknowledge that if coverage is provided to me or to any other person designated by me as an eligible dependent, I am guilty of fraud or intentional misrepresentation if (1) such person is ineligible for coverage per the terms of the Certificate of Insurance provided by the insurance carrier, or (2) such person ceases to be eligible per the terms of the Certificate of Insurance provided by the insurance carrier and I fail to promptly inform my employer or the insurance carrier. I acknowledge that the remedy for either of these actions on my part will be, among other things, immediate termination of the ineligible coverage.

In accordance with applicable Federal and State regulations, I authorize CDS to reduce my pay each pay period by the employee share of the cost for each coverage I have elected and to remit these reductions to the appropriate insurance carriers. I understand that my benefit elections cannot be changed prior to July 1, 2017 unless I have a change in my eligibility or a qualifying change in my family status.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TO BE COMPLETED BY HUMAN RESOURCES

Position: Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_ Rate of Pay: \_\_\_\_\_\_\_\_\_\_\_ Scheduled hours: \_\_\_\_\_\_\_\_\_\_\_

1. **GROUP HEALTH INSURANCE (AvMed)**

|  |  |  |
| --- | --- | --- |
| **I elect Health Insurance. I elect:**

|  |
| --- |
| * Silver Plan (Copays apply on most coverages from start)
 |
| * Bronze Plan (Copays apply after $5,000 deductible)
 |

 **My coverage status is:** |
|  | * Employee only
 | * Employee and Spouse
 |
|  | * Employee and Children
 | * Employee, Spouse and Children
 |
|  |  |  |
| * **I do not elect Health Insurance**
 |
|  **Declining coverage due to existence of other coverage:** |
| * **Spouse Employer Plan**
 | * **Individual Plan**
 |
| * **Medicare**
 | * **Medicaid**
 |
| * **COBRA**
 | * **VA eligibility**
 |
| * **Tricare**
 |  |

1. **DENTAL INSURANCE (Guardian)**

|  |  |  |
| --- | --- | --- |
| **I elect Dental Insurance. I elect:**

|  |
| --- |
| * Value Plan
 |
| * Network Access Plan
 |

**My coverage status is:** |
|  | * Employee only
 | * Employee and Spouse
 |
|  | * Employee and Children
 | * Employee, Spouse and Children
 |
| * **I do not elect Dental Insurance**
 |

1. **SUPPLEMENTAL GROUP LIFE INSURANCE (Reliance Standard)**

|  |
| --- |
| **I DO NOT HAVE VOLUNTARY LIFE INSURANCE COVERAGE:** I elect to ENROLL for Supplemental Group Life Insurance 🡪 Go to Section C & D 🡪 \*Complete the Reliance Standard Application form. * I do not elect Supplemental Group Life Insurance.
 |
| **I am currently enrolled in the group VOLUNTARY life insurance plan and elect to:*** MAKE NO CHANGES to my current Supplemental Group Life Insurance elections.

make CHANGES to my current plan (add, decrease or drop) 🡪 Go to Section C & D 🡪 \*Complete the Reliance Standard Application form. |
|  |
|  |
| **C. Amount:** |  |
| **$**  | **MYSELF:** **Amount of Coverage on myself (multiple of $10,000 not to exceed $500,000)** |
| **$** | **SPOUSE:****Amount of Coverage on my spouse (multiple of $10,000 not to exceed $500,000)** |
| **$** | **CHILDREN:** **Amount of coverage on my children ($2,500, $5,000, $7,500 or $10,000)**  |
| **\* Please complete the Reliance Standard application form for processing subject to underwriting approval.** |

|  |
| --- |
| D. Beneficiary Designation: You must designate a beneficiary if you have elected this coverage. We ask you to complete this designation each year to ensure that the designation remains current. Remember that you may change your beneficiary at any time. Simply contact the Human Resource Coordinator.If you elected coverage for your Spouse or Children, you are automatically the beneficiary for that coverage. |
|  |  |  |  |  |
|  | Primary beneficiary: |  |  | Relationship: |  |
|  | Secondary beneficiary: |  |  | Relationship:  |  |
|  |  |  |  |  |

1. **VISION INSURANCE (Guardian)**

|  |
| --- |
| **I elect Vision Insurance. I elect:****My coverage status is:** |
|  | * Employee only
 | * Employee and Spouse
 |
|  | * Employee and Children
 | * Employee, Spouse and Children
 |
| * **I do not elect Vision Insurance**
 |

1. **SHORT TERM DISABILITY INSURANCE (Reliance Standard)**

|  |
| --- |
| I elect Short Term Disability Insurance. (If you are not currently enrolled, please complete the Reliance Standard application form.)  |
| * I do not elect Short Term Disability Insurance
 |

**6. DEPENDENT CARE ACCOUNT**

|  |  |
| --- | --- |
| I elect to redirect a part of my compensation to a Dependent Care Account in order to pay dependent care costs on a pre-tax basis. The amount to be deposited each pay period is: | $ \_\_\_\_\_\_\_\_\_\_ |
| * I do not elect the Dependent Care Account
 |

**7. MEDICAL CARE ACCOUNT**

|  |  |
| --- | --- |
| I elect to redirect a part of my compensation to a Medical Care Account in order to pay qualifying expenses on a pre-tax basis. The amount to be deposited each pay period is: | $ \_\_\_\_\_\_\_\_\_\_ |
| * I do not elect the Medical Care Account
 |

**8. Pre-Paid Legal Plan/IDENTITY THEFT SHIELD**

|  |
| --- |
| I elect to participate in the Pre-Paid Legal Plan only* I elect to participate in the ID Theft Shield Plan only
* I elect to participate in the combined Pre-Paid Legal/ID Theft Shield Plan
* I do not elect to participate in either plan
 |

**9. SICK LEAVE POOL**

|  |
| --- |
| I elect to join the Sick Leave Pool. Please allocate \_\_\_\_\_hours to the Pool for the next plan year (minimum 2 hours, maximum 40 hours). |

 **10. SUPPLEMENTAL COVERAGES**

**Colonial Election**

* **I am interested in enrolling for the following Colonial supplemental coverage(s):**

|  |  |
| --- | --- |
| * Accident
 | * Medical Bridge
 |
| * Cancer
 | * Critical Illness
 |

 **\*Costs of coverage varies. Please complete the Colonial Life application form.**

* **I currently have supplemental coverage with Colonial and wish to continue paying for this coverage via payroll deduction for the next plan year.**
* **I currently have supplemental coverage with Colonial and wish to cancel this coverage. Please discontinue deducting this cost from my pay 🡪 Complete box below.**

|  |  |
| --- | --- |
| **CANCEL:****(Please specify coverage(s) to cancel)** |  |

**If you are interested in receiving more information about coverages currently available, please contact**

**Ken McDougall at 1-888-899-4135.**