

STATE OF MARYLAND

**CONTRACTUAL / VARIABLE HOUR EMPLOYEES
HEALTH BENEFITS ENROLLMENT AND CHANGE FORM FOR JANUARY 2015-DECEMBER 2015**

PERSONAL DATA *PLEASE PRINT CLEARLY*

Name: _____
LAST FIRST MI

Address: _____ Apt/Condo: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ - _____

Work Phone: (____) _____ - _____

Cell Phone: (____) _____ - _____

Personal E-mail: _____

Work E-mail: _____

Social Security Number: ____/____/____

Date of Birth: ____/____/____
MM /DD/ YYYY

Sex: **Legal Marital Status:**
 Male Single Limited Divorce/
 Female Married Legally Separated
 Widowed Divorced

TO BE COMPLETED BY AGENCY BENEFITS COORDINATOR

Works 30 hours per week or an average of 130 hours per month: **Pay Center**
 Yes No Central Payroll
 University

Agency Code: _____ **Check Dist. Code:** _____
(if applicable)

**Please attach completed Checklist and Employee Questionnaire*

STATUS & ENROLLMENT/CHANGE ACTION REQUESTED

Contractual/Variable Hour Employee State Subsidy Eligible

Contract Period From: _____ To: _____

Contractual/Variable Hour Employee NO State Subsidy

Contract Period From: _____ To: _____

Open Enrollment - Effective January 1st

Cancel all Coverage in all Plans/Reason: _____

Change in Family Status (See Benefits Guide for documentation requirements)
 Note: Request must be made within 60 days of the date of the qualifying event.

Add dependent because of:

Marriage Date: _____

Birth/Adoption/Appointed Permanent Legal Guardian Date: _____

Other Reason: _____

Remove dependent because of:

Divorce/Limited Divorce/Legal Separation Date: _____

Death Date: _____ *(Attach copy of Death Certificate)*

Dependent no longer eligible Date: _____

Reason: _____

Other Change: _____

COMPLETED AND SIGNED ENROLLMENT FORMS MUST BE GIVEN TO YOUR AGENCY BENEFITS COORDINATOR

**If you are enrolling dependents outside of Open Enrollment,
all required dependent documentation must be attached.**

If eligible, the State subsidy applies only to medical and prescription coverage. Employee pays full premium for all other coverage elected.

EBD Use Only:
 _____ Reviewed
 _____ Processed
 _____ Audited

Health benefits information and forms are available on our website:

www.dbm.maryland.gov/benefits

ENROLLMENT FOR JANUARY 2015-DECEMBER 2015

DEPENDENT INFORMATION *PLEASE PRINT*

Dependent means your eligible: (a) spouse, or (b) dependent child(ren) (including biological child, adopted child, stepchild, grandchild, step grandchild, legal ward). See Benefits Guide for a complete listing of eligible dependents and the dependent documentation requirements.

Please provide your dependent information below. **PLEASE PRINT. THIS FORM MUST BE FILLED OUT COMPLETELY (INCLUDING SOCIAL SECURITY NUMBER AND DATE OF BIRTH) TO ENSURE YOUR DEPENDENTS ARE ENROLLED IN THE PLANS YOU SELECT.** Please use this section for additions (A), deletions (D) or changes (C) to your existing dependent information for Open Enrollment or a qualifying event.

A D C	LAST NAME	FIRST NAME, MI	SEX	DATE OF BIRTH MM/DD/YYYY	RELATIONSHIP	SOCIAL SECURITY NO.	(✓) COVER THIS DEPENDENT FOR:		
							MEDICAL	DRUG	DENTAL

Special Notifications:

- Tax-qualified dependent children age 26 and over must have become disabled prior to reaching age 26 in order to be eligible for continued coverage.
- Grandchildren and Legal Wards age 25 are not eligible for tax-favored coverage and you may owe increased taxes if the State subsidizes dependent coverage for individuals who are not your tax dependents. Refer to the Benefits Guide for details.

ENROLLMENT FOR JANUARY 2015-DECEMBER 2015

Medical Benefits

CHOOSE ONE OPTION:

- New Enrollment
- Change in plan
- Addition or removal of dependent
- No, I do not want to enroll in this benefit
- Cancel current coverage

CHOOSE ONE COVERAGE LEVEL:

- Employee Only
- Employee & One Child
- Employee & Spouse
- Employee & Family
- End Stage Renal (ESRD)
(Complete Medicare Information below)

CHOOSE ONE MEDICAL PLAN:

- CareFirst BC/BS EPO
- CareFirst BC/BS PPO
- Kaiser IHM*
- UnitedHealthcare EPO
- UnitedHealthcare PPO

**Members and/or dependents eligible for Medicare due to age, disability, or End Stage Renal Disease (ESRD) are not eligible to enroll in the Kaiser medical plan.*

If you or a dependent have Medicare, write in name, Medicare number, and effective date of Medicare coverage.

NAMES OF INDIVIDUALS WITH MEDICARE	MEDICARE NUMBER (with suffix)	PART A (Hospital Claims) Effective Date MM/DD/YYYY	PART B (Medical Claims) Effective Date MM/DD/YYYY	PART D (Prescription Drug) Effective Date MM/DD/YYYY	MEDICARE DUE TO (✓):		
					Age 65	Disabled	ESRD
<i>Employee</i>							
<i>Spouse</i>							
<i>Child</i>							
<i>Child</i>							

NOTE: Vision and Mental Health/Substance Abuse benefits are included if enrolled in a medical plan. Medical plans do not include Prescription Drug or Dental coverage. Separate selections are required.

Prescription Drug Coverage

CHOOSE ONE OPTION:

- New enrollment
- Addition or removal of dependent
- No, I do not want to enroll in this benefit
- Cancel current coverage

CHOOSE ONE COVERAGE LEVEL:

- Employee Only
- Employee & One Child
- Employee & Spouse
- Employee & Family

Dental Coverage

CHOOSE ONE OPTION:

- New enrollment
- Change in plan
- Addition or removal of dependent
- No, I do not want to enroll in this benefit
- Cancel current coverage

CHOOSE ONE COVERAGE LEVEL:

- Employee Only
- Employee & One Child
- Employee & Spouse
- Employee & Family

CHOOSE ONE DENTAL PLAN:

- United Concordia DPPO
- Delta Dental DHMO
- For the DHMO Plan: You must select a primary Dentist office once enrolled. Call plan or see plan website for details.*

Accidental Death and Dismemberment Benefits

CHOOSE ONE OPTION:

- New enrollment
- Change of benefit amount
- Addition or removal of dependent
- No, I do not want to enroll in this benefit
- Cancel current coverage

CHOOSE ONE COVERAGE LEVEL:

- Employee Only coverage
- Family coverage

CHOOSE ONE BENEFIT AMOUNT:

- \$100,000
- \$200,000
- \$300,000

Life Insurance Plan

EMPLOYEE

OPTIONS-Choose only one

- Yes, I want to enroll as a new enrollee in Life Insurance.
- I am currently enrolled in Life Insurance and making a change.
- No, I do not want Life Insurance for myself.
- Cancel Life Insurance.

Choose a Coverage Amount in increments of \$10,000 up to \$300,000:

STOP-If you choose an amount greater than \$50,000, you must fill out a Life Insurance Evidence of Insurability form. The life insurance vendor will contact you about completing this form. Amount over \$50,000 will not be effective until we receive approval from our life insurance carrier.

Fill in the amount of Benefit

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Spouse and Child Life Insurance continued on next page

ENROLLMENT FOR JANUARY 2015-DECEMBER 2015

Life Insurance Plan (continued)

SPOUSE

SECTION 2: SPOUSE INSURANCE

NOTE: You cannot enroll your family members unless you, the employee, are enrolled. You cannot select an amount for your dependents greater than 50% of the amount selected for yourself.

OPTIONS-Choose only one

- Having selected Life Insurance for myself, I wish to have Life Insurance on my spouse.
I currently have Life Insurance for my spouse and am making a change.
No, I do not want Life Insurance on my spouse.
Cancel Life Insurance on my spouse.

Choose a Coverage Amount in increments of \$5,000 up to 1/2 of the amount chosen for yourself, up to \$150,000:

STOP-If you choose an amount greater than \$25,000, you must fill out a Life Insurance Evidence of Insurability for your spouse. The life insurance vendor will contact you about completing this form. Amount over \$25,000 will not be effective until we receive approval from our life insurance carrier.

Fill in the amount of Benefit

\$ [] [] [] , [0] [0] [0]

CHILDREN

SECTION 3: CHILD(REN) INSURANCE

NOTE: You cannot enroll your family members unless you, the employee, are enrolled. You cannot select an amount for your dependents greater than 50% of the amount selected for yourself.

OPTIONS-Choose only one

- Having selected Life Insurance for myself, I wish to have Life Insurance for my child(ren).
I currently have Life Insurance for my child(ren) and am making a change.
No, I do not want Life Insurance on my child(ren).
Cancel Life Insurance on my child(ren).

Choose a Coverage Amount in increments of \$5,000 up to 1/2 of the amount chosen for yourself, up to \$150,000:

STOP-If you choose an amount greater than \$25,000, you must fill out a Life Insurance Evidence of Insurability for each covered child. The life insurance vendor will contact you about completing this form. Amount over \$25,000 will not be effective until we receive approval from our life insurance carrier.

Fill in the amount of Benefit

\$ [] [] [] , [0] [0] [0]

Employee Signature

Please enroll me for the benefits indicated on this form. I understand the benefits and limitations provided by the various plans. To the extent deemed necessary by the Plan Administrator for the proper administration of my coverages, I authorize the release of all medical records and related information pertaining to me or my dependents. The personal information provided on this enrollment form is warranted to be complete, accurate, and in accordance with Department of Budget and Management (DBM) regulations. The Mandatory Insurer Reporting Law 42 U.S.C. 1395y(b)(7) requires group health plans to report SSNs in order for Medicare to coordinate payments with other insurance benefits. Please refer to our Notice of Privacy Practices in the Benefit Guide and on our website for more detailed information. I understand that I cannot cancel or change my enrollment except during an Open Enrollment period or as a result of a change in status permitted by COMAR 17.04.13.04 and IRS Section 125.

I understand that the benefits program offered by the State is subject to modifications and changes and that the benefits I have chosen on this enrollment form are only in effect for JANUARY 2015-DECEMBER 2015. The State of Maryland reserves the right to modify any of the benefits provided and gives no assurances, expressed or implied, that any coverage obtained hereunder will continue beyond December 31, 2015. I certify that neither I nor my covered dependents are covered under another State of Maryland employee's or retiree's membership for which I or they are enrolled on this form.

I certify that I and any dependents listed for coverage are eligible for coverage. I understand that enrollment in benefits to which I or my dependents are not entitled is considered fraud. In all cases I am responsible for the accuracy of my benefits, coverage levels and premiums. I further understand that if I willfully misrepresent the eligibility of myself or my dependents on my benefits application, or fail to take the necessary action to remove ineligible dependents, or in any way obtain benefits to which I am not entitled, my benefits will be cancelled. I may be required to repay any claims and insurance premiums which have been paid inappropriately, and I may face criminal investigation and prosecution.

NOTE: If you have any questions concerning the benefits and services that are provided by or excluded under this agreement, please contact the plan's member service department before signing this application. Plan phone numbers are listed on the inside front cover of the Benefits Guide.

Is there any other health insurance coverage in which you, your spouse, or any of your dependents are enrolled? No Yes

Effective Date: ___/___/___

Specify who is covered, name of Insurance Company and Policy Number: _____

X _____ /_____/_____
Employee Signature Date

Agency Signature - Agency Must Sign Here FORMS WILL NOT BE PROCESSED WITHOUT AN AGENCY SIGNATURE

FISCAL OFFER - PLEASE PRINT THE FOLLOWING FOR SUBSIDY ELIGIBLE CONTRACTUAL EMPLOYEES:

Appropriation Code: Agency PCA TC R Stars Sub Object

Fiscal Officer Name & Phone Number

Fiscal Officer Signature

I hereby certify that the person applying for enrollment is employed by the Agency. I certify that the employee works 30 hours a week or 130 hours a month and is eligible for the State Subsidy for medical and prescription coverage. I have reviewed the form and accompanying documents for accuracy.

X _____ /_____/_____
Agency Benefits Coordinator Date Work Phone Number (Ext.) Department

Agency Benefits Coordinator Email Address

Fax Number