

ADDING A NEWBORN/ADOPTED CHILD TO YOUR MEDICAL COVERAGE

A newborn child is covered from the moment of birth. A legally adopted child, (including children placed with the employee for the purposes of adoption), will be covered as of the date of adoption or placement for adoption. Children, for whom the employee has been appointed legal guardian by a court of competent jurisdiction, will be covered from the moment the child is placed in the employee's physical custody.

HOWEVER, THE EMPLOYEE MUST ENROLL THE CHILD WITHIN THIRTY-ONE (31) DAYS FROM THE DATE OF BIRTH OR FROM THE DATE THE EMPLOYEE ACQUIRES THE CHILD. Failure to enroll the child within 31 days renders the child ineligible for enrollment; and the next opportunity to enroll the child would be during the next Open Enrollment period.

An employee must take the following steps to add a newborn/adopted child to his/her coverage:

1. Complete an enrollment form within 31 days from the date of birth or from the date the employee acquires the child.
 - You may download the form
 - The enrollment form is also available at the Human Resource Division

2. Appropriate documentation must accompany the enrollment form:
 - Copy of birth certificate (The copy the mother receives at the hospital will be sufficient)
 - Court order appointing legal guardianship
 - Adoption papers