St. Johns County School District

ST. JOHNS COUNTY SCHOOL DISTRICT
CHANGE IN FAMILY STATUS ELECTION FORM
MEDICAL-DENTAL-VISION

Employee Name:_____

Employee Address:_____

Employee ID #:_____ Effective Date:_____

I understand that the change in my benefit election must be necessitated by and consistent with the change in family status, and that change must be acceptable under the Health Insurance Portability and Accountability Act (HIPAA). All enrollment forms, required documents listed below, and BusinessPlus (Sungard) Employee Online insurance changes must be completed and returned within 30 days of the occurrence and supporting documentation submitted at the time of filing. **All Insurance changes are effective the date of the qualifying event: Marriage, Divorce, Birth, Loss or gain of insurance, Disability, Death of Spouse.**

If you are enrolling dependents on your insurance plan, you must provide the following documents:
Spouse: Certified Copy of Marriage Certificate **AND**
One of the following documents:
1) A copy of the front page of your 2023 Federal Tax Return confirming this dependent is your spouse.
2) A document such as a recurring monthly household bill or statement of account. **This document must have the following information**: Listing you and your spouse's name, current date within past 60 days, and your current mailing address.

Children: Certified Copy of Birth Certificate or Adoption Certificate naming you or your spouse as the child's parent. If you are covering a stepchild and your spouse is not a covered dependent, you must also provide documentation of your current relationship to your spouse as requested above.

— I certify that I have incurred the following change in my family status:

— Marriage (Marriage Certificate with Seal)

— Divorce (Final Divorce Decree: First and last page containing the judge's signature only)

— Birth, adoption or placement for adoption of a child (Birth Certificate with parents' names, Court Adoption paperwork) — Death of my spouse and/or dependent (Certified Death Certificate)

— Termination or commencement of employment by my spouse (Employer statement with effective insurance date or Employer insurance termination date)

— Switching from part-time to full-time (or vice-versa) employment on part of my spouse or myself (Employer document stating part-time to full-time or vice-versa)

— My dependent satisfies or ceases to satisfy eligibility requirements for coverage (Example: Medicaid or Florida Health Kids with qualifying date)

— Other (briefly explain change in family status in space provided below):

_____

_____

Employee Signature:_____ Date:_____

Please return this signed election form, Employee Benefits Enrollment Form, and required dependent documentation noted above to the St. Johns County School District, Human Resources Department, Attention: Tabetha Rodriguez (904) 547-7610

Employee Benefits Enrollment Form (19 Pay Periods 8/31/2024-5/31/2025)
2024-2025 Plan Year

Event/Employer Information

Employee #:	Date of Hire:	Effective Date:

Event:
☐ New Hire ☐ Family Status Change ☐ Beneficiary Change
☐ Termination ☐ Open Enrollment ☐ Address Change ☐ Name Change

Work Status:
☐ FMLA ☐ Leave of Absence
☐ Paid ☐ Unpaid

Employee Information

Social Security #:	Last Name:	First Name:	MI:	Sex: ☐ M ☐ F	Date of Birth:

Street Address:	Apt #:	City:	State:	ZIP Code:	Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed

Home Phone: ( )	Cell Phone: ( )	Employee Type: ☐Salary ☐Hourly ☐Percentage	Email Address:

Job Title: **Worksite Location:** **Work Phone:**

Family with 2 SJCSD Employees Spouse Name: **Employee ID#:** **Worksite Location:**

Male Fw2 – Add Dependents
Female Fw2 – No Dependents

Basic Life Insurance

Name of Beneficiary: **Relationship:** **%:** **Life Amount:**

Name of Contingent **Relationship:** **%:**

Please place an "X" next to the desired elections for Medical, Dental, and Vision Coverage.

In addition to select Pre- or Post-Tax for all deductions: ☐ Pre-Tax* ☐ Post-Tax

Percentage Teachers Only Waive Coverage: ☐ Indemnity ☐ Medical ☐ Dental ☐ Vision

Medical ☐ Indemnity	*Plan 1 (5770) STANDARD*			*Plan 2 (3769) BUY UP*		
	19-Pay Periods	*EE Pro-Rate*	*ER Pro-Rate*	*19-Pay*	*EE Pro-Rate*	*ER Pro-Rate*
Employee Only	☐ $ 64.13			☐ $ 78.42		
Family with 2	☐ $ 138.74 ($69.37 EA)			☐ $ 206.39 ($103.20/$103.19		
Family w/2 Single	☐ $ 128.26 ($64.13 EA)			☐ $ 156.84 ($78.42 EA)		
Family	☐ $ 271.21			☐ $ 339.42		

Dental	*Dental Plan 1*			*Dental Plan 2*		
	19-Pay Periods	*EE Pro-Rate*	*ER Pro-Rate*	*19-Pay Periods*	*EE Pro-Rate*	*ER Pro-Rate*
Employee Only	☐ $ 0.00			☐ $ 5.75		
Family with 2	☐ $ 4.29 ($2.15/$2.14 EA)			☐ $ 21.23 ($10.62/$10.61 EA)		
Family w/2 Single	☐ $ 0.00			☐ $ 11.50 ($5.75 EA)		
Family	☐ $ 20.07			☐ $ 38.87		

Vision	Employee Only ☐ $ 0.00	Family with 2 ☐ $ 3.61 ($1.81/$1.80 EA)	Family w/2 Single ☐ $ 0.00	Family ☐ $7.55	*EE Pro-Rate*	*ER Pro-Rate*

For Administrative Use:

STD ☐Opt. 1 ☐Opt. 2 ☐Opt. 3 **LTD** ☐Basic ☐Buy-Up **Med 125**_____ **Dep 125**_____	**Voluntary Term Life:** **EE** _____ **SP** _____ **CH**_____	**Spouse:** ☐Affidavit ☐Surcharge $_____ ☐Marriage Certificate ☐Bill/2023 Fed Tax	**Children:** ☐Birth Certificates – Have all? Missing: _____ _____

Continued on Other Side

Employee Benefits Enrollment Form (19 Pay Periods 8/31/2024-5/31/2025)
2024-2025 Plan Year

Please provide the required information for each dependent you are enrolling, continuing, or terminating Medical/Dental/Vision coverage. If enrolling new dependents, attach dependent eligibility documents (see list below).					**Election (E, C, T)** E = Enroll C = Continue T = Term		
Name (Last, First, MI)	*Relation*	*Social Security #*	*Sex*	*Date of Birth*	*Medical*	*Dental*	*Vision*
	Spouse						
	Child						
	Child						
	Child						
	Child						

Qualifying Events & Benefit Election Changes

As stated in the St. Johns County School District Employee Medical, Dental, and Vision Plans, I can only Add, Change, or Delete my medical, dental, or vision coverage during open enrollment, unless I experience a Family Status Change during the Plan year and meet and complete the following requirements:

1. Family Status change will be the loss of health coverage due to the death of a spouse, termination of spouses' employment, divorce, or disability of a spouse. Other qualifying events are marriage, birth, dependent satisfies or ceases to satisfy requirements for coverage, adoption, or placement for adoption, etc.
2. Qualifying events must be reported to the Human Resources Benefits Department within 30 days from the date of the event. Any changes submitted after the 30 days will not be approved for coverage to the employee's insurance.

Dependent Eligibility Documents

- For Spouse: A certified copy of your Marriage Certificate AND one of the following A copy of the front page of your 2023 federal tax return confirming this dependent is your spouse OR a document dated within the last 60 days such as a recurring monthly household bill or statement. The document must list your name and your spouse's name, the date, and your mailing address.
- For Children up to age 26: A certified copy of the child's birth certificate or adoption certificate naming you or your spouse as the child's parent. If you are covering a stepchild and your spouse is not a covered dependent, you must also provide documentation of your current relationship with your spouse as requested above.
- For Children with Disabilities age 26 or older: A copy of the child's birth certificate (or hospital birth record) AND Evidence of Social Security Disability (SSD) showing parent/guardian and dependent names.

2024 & 2025 HEALTH RISK ASSESSMENT PROGRAM

For complete program details, go to "Benefits Bulletin Board" located at your work-site, sjcsd.mbaileygroup.com, New Hire Benefits-at-a-Glance Booklet.

- Employees hired **after March 24, 2024, and before June 1, 2025**, and born in an **EVEN** year **ARE NOT** required to complete these steps in 2024. **Employees and their spouses will be required to complete these steps starting January 1, 2026, through November 15, 2026.**
- Employees hired **after May 31, 2024, and before June 1, 2025**, and born in an **ODD** year **ARE NOT** required to complete these steps in 2024. **Employees and their spouses are required to complete these steps starting January 1, 2025, through November 15, 2025.**

Spousal Surcharge $35 for 19 Pay Periods ☐ YES ☐ NO

*Compensation Reduction Agreement

With this authorization, on the appropriate benefit enrollment form(s), I have enrolled for coverage under the St. Johns County School Board Employee Benefit Plan. I do elect to have insurance premiums deducted from my compensation for the Employee Benefit Plan coverage under Section 125 Plans. I do understand that if my required contributions to pay premiums for the elected benefits are increased or decreased while this agreement remains in effect, my compensation reduction will automatically be adjusted to reflect that increase or decrease. Before each Plan Year, I will be offered the opportunity to change my benefit election for the following Plan Year. *Open Enrollment changes do not require a new completed enrollment form.*

X_____ Date:_____

Signature or legal representative signature