



## Department of Human Resources

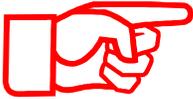
Monroe County, New York

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

# Required Documentation Checklist

## Enrolling in a Monroe County Medical and/or Dental Coverage



Effective Date: Medical and/or Dental insurance coverage will become effective the first of the month following your start date, as long as all required supporting documentation is submitted with your application.

### To apply for Medical and/or Dental Coverage, you need:

- Fully completed enrollment form, and
- Notice of Cancellation from insurance provider, if you currently have medical insurance elsewhere. Dual medical coverage is not permitted and County medical coverage will not become effective without proof of cancellation.

### To Add a Spouse to your Medical and/or Dental Coverage:

- Marriage Certificate, and
- Social Security Card for Spouse, and
- Cancellation Letter from Spouse's Previous Medical Coverage, if applicable

### To Add a Newborn or Dependent to your Medical and/or Dental Coverage:

- Birth Certificate, and
- Social Security Card, and
- Adoption Paperwork, if applicable, and
- Cancellation Letter from Dependent's Previous Medical Coverage, if applicable.

### To Add a Grandchild to your Medical Coverage:

- The Parent must be Eligible to be on the Medical Plan according to Monroe County Policy and Requires Birth Certificate and Foster Dependent Form, or
- Foster Child Form, or Legal Guardianship, or Legal Adoption.

### To Enroll a Dependent aged 19 or older on your Dental Coverage until age 23:

- Proof of Full Time Student Status from an Accredited Institution.

Note: It is your Responsibility to inform Human Resources if a dependent is no longer a Full Time Student before the age of 23.