



## Department of Human Resources

Monroe County, New York

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### **Required Documentation Checklist Enrolling in 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(s), and
- Notice of Cancellation from insurance provider if you currently have medical insurance elsewhere.  
**Note:** *Monroe County medical coverage will not become effective without proof of cancellation. Monroe County does NOT permit duplicate medical coverage.*

#### **To Add a Spouse to your Medical and/or Dental Coverage, you need:**

- Fully completed enrollment form(s),
- Marriage Certificate,
- Social Security Card for Spouse,
- Notice of Cancellation from spouse's insurance provider, if applicable, and
- Front Page of most recent Federal Tax return, unless date of marriage is current year.

#### **To Add Dependents to your Medical and/or Dental Coverage, you need:**

- Fully completed enrollment form(s),
- Birth Certificate<sup>1</sup>,
- Social Security Card<sup>2</sup>.

#### Special Circumstances, additional documentation needed:

Step-Children -  Marriage Certificate;  Front Page of most recent Federal Tax return, unless date of marriage is current year.

Adopted Children -  Completed Foster/Adoption Dependent Form;  *Adoption* Taxpayer Identification Number or proof of application.

Guardianship -  Completed Foster/Adoption Dependent Form;  Letter of Guardianship issued by the Court.

Dental Coverage for dependents aged 19 or older 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.*

#### ***OTHER DOCUMENTATION MAY BE REQUIRED***

*For full details, please consult Monroe County's Medical and Dental Insurance Policy on the Intranet*

<sup>1</sup> A Letter of Placement from an Agency/Court and/or a Final Adoption Decree are acceptable alternatives to a birth certificate.

<sup>2</sup> For newborns, an application verification letter from the Social Security Administration is an acceptable alternative to a Social Security Card.