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\(^1\),
- Social Security Card\(^2\).

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

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\(^1\) A Letter of Placement from an Agency/Court and/or a Final Adoption Decree are acceptable alternatives to a birth certificate.

\(^2\) For newborns, an application verification letter from the Social Security Administration is an acceptable alternative to a Social Security Card.