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:

- ☐ Complete and submit your medical and/or dental insurance enrollment in Workday, 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:

- ☐ Complete and submit your medical and/or dental insurance enrollment in Workday, and
- ☐ 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

[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.