



Employee Benefits Memorandum

TO:	New HRI Employees
FROM:	Jamie Evans, Director of Employee Benefits
RE:	Employee and Dependent Eligibility and Proofs for Health, Dental, and Vision Coverage

Effective September 1, 1999, employees who apply for coverage under the New York State Health Insurance Program (NYSHIP) must provide supporting documentation as proof of eligibility for benefits. All employees must provide the following documents in order to enroll in health, dental, and/or vision coverage:

1. Birth Certificate or Passport
2. Social Security Card

In addition, NYSHIP requires that all dependent's eligibility be verified with current documentation before enrolling the dependent in health, dental, and/or vision coverage, regardless of whether the dependent was previously covered under NYSHIP. In order to enroll your dependents under family coverage the following documentation must be provided:

Spouse	Domestic Partner	Child under age 26
1. Copy of Birth Certificate	1. Copy of Birth Certificate	1. Copy of Birth Certificate
2. Social Security Number (Copy of Medicare Card if applicable).	2. Social Security Number (Copy of Medicare Card if applicable).	2. Social Security Number
3. Copy of Marriage Certificate (if marriage took place more than one year prior to electing health, dental, and/or vision-see #4 below).	3. Completed PS425 Domestic Partner application and acceptable proof as defined in the application.	3. For Relationship of 'Other', a completed PS457 Statement of Dependence is required along with acceptable proof as defined in the PS 457.
4. For marriages that took place more than one year: Proof of current joint ownership/ joint financial obligation is required (ie: prior year's tax return). If a tax document is not provided, a current bank statement, mortgage statement or homeowner's policy may be provided.		4. For Dental & Vision coverage only, dependents age 19 and over must provide proof of full student status in order to be covered i.e. current student schedule, letter from Registrar's office)

Failure to provide the appropriate documentation will delay the processing of the enrollment of you and/or your dependents. If documentation is not provided by the effective date of your health, dental, and/or vision benefits then you will be required to satisfy an additional waiting period.

If any of the above documentation cannot be provide or if you have questions concerning acceptable documentation, please contact the Employee Services Department at 845-4700.