

## **Instructions for Enrolling in Health Insurance or Adding Dependents**

Employees can enroll in health insurance or add dependents:

- Upon their initial eligibility period;
- Within 30 days of a qualifying event\*;
- Or throughout the year with an 8-10 week waiting period.

\* An explanation of a qualifying event can be found on Page 17 of the NYSHIP General Information Booklet: <https://www.cs.ny.gov/employee-benefits/nyship/shared/publications/general-information-book/2021/ny-gib-2021.pdf>

If eligible for Health Insurance under NYSHIP, you will not be enrolled automatically. To apply for coverage or add a dependent, you must submit a completed and signed PS-404 and required proofs of eligibility to the office of Human Resources at UAB300.

The PS-404 is an all-purpose form to enroll or make changes to current coverage: <https://www.albany.edu/hr/assets/ps404.pdf>

Required Proofs of Eligibility for Individual Enrollment:

- Health Insurance Transaction Form (PS-404)
- A copy of your Social Security Card
- Copy of birth certificate (a passport can be accepted in lieu of a birth certificate)

Required Proofs of Eligibility for Family Enrollment:

- Health Insurance Transaction Form (PS-404)
- A copy of your Social Security Card and Social Security Numbers for all dependents
- Copy of birth certificate for self and all dependents (a passport can be accepted in lieu of a birth certificate for the enrollee and spouse/partner only. Birth certificate copies must be provided for dependent children)
- Marriage certificate or domestic partner certification
- Proof of current joint ownership/financial obligation for marriages over one year old (i.e. prior year's tax return, current bank/mortgage statement, or homeowner's policy)
- Statement of Dependence for children other than natural, legally adopted, or dependent stepchildren

Required Proofs of Eligibility for Adding a Dependent:

- Health Insurance Transaction Form (PS-404)
- Dependent's Social Security Number clearly listed on PS-404
- Copy of dependent's birth certificate (a passport can be accepted in lieu of a birth certificate for the enrollee and spouse/partner only. Birth certificate copies must be provided for dependent children)
- Marriage certificate or domestic partner certification
- Proof of current joint ownership/financial obligation for marriages over one year old (i.e. prior year's tax return, current bank/mortgage statement, or homeowner's policy)
- Statement of Dependence for children other than natural, legally adopted, or dependent stepchildren

*Completing the PS-404 for Health Insurance Enrollment:*

1. Complete #1-12 under "Employee Information"
2. #13a; Elect pre or post-tax deductions by checking the corresponding box. Information on this election can be found here: <https://www.albany.edu/hr/assets/PTCP.pdf>
3. #13b; complete #1 "individual enrollment" if you are only enrolling yourself or complete #2 "family enrollment" if you are enrolling yourself and eligible dependents
4. Elect the Empire Plan or an HMO. More information on plans available to you and biweekly rates can be found here: <https://www.albany.edu/hr/assets/choices-user-guide.pdf>
5. #14; complete the "dependent information" if you are enrolling in family coverage
6. Skip to page 2; sign and date in the authorization box at the bottom of the form next to "Employee Signature"

*Completing the PS-404 to Add a Dependent:*

1. Complete #1-12 under "Employee Information"
2. Under #14; complete the "dependent information" for the dependent you are adding to your plan
3. Move to page 2, under #15; "Change or Cancel Existing Coverage", check "change to family" and check one of the corresponding boxes below if enrolling with a qualifying event. You will also need to list the "date of event" in the top right corner of this box
4. Sign and date in the authorization box at the bottom of the form next to "Employee Signature"