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To: All Benefitted Employees

From: Payroll and Benefits Department

Re: Adding Dependents to Your Benefit Coverage

All eligible dependents must be added to your dental and vision coverage on the first of the month following eligibility. **There is no open enrollment period for dental or vision, and dependents cannot be added after their initial eligibility period.**

In order to add a dependent to your medical, dental, or vision coverage, please provide the appropriate enrollment form along with proper documentation as listed below:

Legal Spouse

Marriage License

Domestic Partner

Declaration of Domestic Partnership

Children and Step Children

Birth Certificate

Dependent Children

Proof of Legal Guardianship

Disabled Dependent

Beyond 26

Proof of Incapacity or Dependency

If you have any questions, please contact the Payroll Department.

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