

## COOK COUNTY EMPLOYEE BENEFITS – ELIGIBILITY

### GENERAL INFORMATION AND ADDING A SPOUSE OR DOMESTIC PARTNER

#### NEWLY HIRED EMPLOYEES

NEW HIRES MUST COMPLETE AN ENROLLMENT FORM (S) IN DETAIL. A CERTIFIED COPY OF THE MARRIAGE CERTIFICATE IS REQUIRED. A RELIGIOUS CERTIFICATE IS NOT ACCEPTABLE. A PHOTOCOPY OF THE CERTIFICATE IS NOT ACCEPTABLE. THIS FORM MUST BE SUBMITTED TO THE EMPLOYEE BENEFITS OFFICE WITHIN 31 DAYS OF THE DATE OF HIRE.

THE EFFECTIVE DATE OF COVERAGE FOR A NEW HIRE IS THE FIRST OF THE MONTH FOLLOWING THE DATE OF HIRE.

#### IMPORTANT

YOU DO NOT HAVE TO WAIT UNTIL YOU HAVE THE CERTIFIED COPY OF THE MARRIAGE AND/OR BIRTH CERTIFICATE BEFORE YOU SUBMIT THE ENROLLMENT MATERIAL. THE EMPLOYEE BENEFITS OFFICE WILL CONTACT THE EMPLOYEE FOR MISSING DOCUMENTATION.

#### ADDING A SPOUSE

MARRIED EMPLOYEES CAN ADD THEIR SPOUSE TO THEIR EMPLOYEE BENEFIT PROGRAM. FOR A NEW HIRE, THE DOCUMENTATION MUST BE RECEIVED IN THE EMPLOYEE BENEFITS OFFICE WITHIN 31 DAYS OF THE DATE OF HIRE. A CURRENT EMPLOYEE MAY ADD A SPOUSE WITHIN 31 DAYS OF THE DATE OF MARRIAGE. DO NOT WAIT TO RECEIVE THE CERTIFIED COPY OF THE MARRIAGE CERTIFICATE. THE EMPLOYEE BENEFITS OFFICE WILL CONTACT THE EMPLOYEE DIRECTLY FOR ANY MISSING DOCUMENTS. WHEN A FAMILY PLAN IS DESIRED AND BOTH INDIVIDUALS ARE EMPLOYED BY COOK COUNTY, THEY MUST BOTH BE UNDER THE SAME POLICY. UNDER A POS PLAN, THE EMPLOYEE WITH THE HIGHER SALARY WILL BE THE INSURED AND THE SPOUSE AND CHILD/CHILDREN, IF ANY, WILL BE THE DEPENDENT. IF NO CHILDREN ARE INVOLVED, EACH EMPLOYEE MAY ELECT A SINGLE POLICY FOR WHICHEVER PLAN THEY PREFER.

THE EFFECTIVE DATE OF ADDING A NEW SPOUSE IS THE DATE OF THE EVENT (MARRIAGE).

#### ADDING A DOMESTIC PARTNER-EFFECTIVE DECEMBER 1, 1999

EFFECTIVE DECEMBER 1, 1999, THE COUNTY HAS APPROVED A CERTIFIED DOMESTIC PARTNER TO BE ADDED TO THE BENEFIT PROGRAMS. THE ELIGIBILITY REQUIREMENTS FOR A DOMESTIC PARTNER ARE:

- ◆ BOTH PARTNERS MUST RESIDE TOGETHER
- ◆ NEITHER PARTY IS MARRIED
- ◆ BOTH PARTIES MUST BE AT LEAST EIGHTEEN (18) YEARS OF AGE
- ◆ BOTH PARTIES MUST BE OF THE SAME SEX

AN AFFIDAVIT OF DOMESTIC PARTNERSHIP FOR BENEFITS MUST BE SUBMITTED TO THE COOK COUNTY DEPARTMENT OF HUMAN RESOURCES AND APPROVED PRIOR TO APPLYING FOR BENEFITS FOR THE DOMESTIC PARTNER. ALL ENROLLMENT MATERIALS WILL BE RETURNED TO THE EMPLOYEE UNTIL THE AFFIDAVIT HAS BEEN APPROVED. THE EMPLOYEE BENEFITS OFFICE WILL NOT PROCESS ANY PAPERWORK PENDING THE COMPLETION OF THE AFFIDAVIT.

TO ADD A DOMESTIC PARTNER, THE EMPLOYEE MUST SUBMIT THE ENROLLMENT FORM (S) AND A COPY OF THE CERTIFICATION TO THE EMPLOYEE BENEFITS OFFICE WITHIN 31 DAYS OF THE DATE THE BUREAU OF HUMAN RESOURCES APPROVES THE AFFIDAVIT OF DOMESTIC PARTNERSHIP AND ISSUES THE CERTIFICATION.

THE COVERAGE FOR THE DOMESTIC PARTNER WILL BE EFFECTIVE ON THE DATE THE BUREAU OF HUMAN RESOURCES APPROVES THE AFFIDAVIT FOR DOMESTIC PARTNERSHIP.

#### COOK COUNTY EMPLOYEE BENEFIT – ELIGIBILITY DEPENDENT CHILDREN

EMPLOYEES WHO WISH TO ADD A DEPENDENT CHILD MUST DO SO WITHIN 31 DAYS OF THE EVENT. IF NOT, THEY WILL BE REQUIRED TO WAIT UNTIL THE NEXT OPEN ENROLLMENT PERIOD.

THE EFFECTIVE DATE FOR ADDING A NEW DEPENDENT CHILD IS THE DATE OF THE EVENT.

**NEWLY HIRED EMPLOYEES**

NEW HIRES MUST COMPLETE AN ENROLLMENT/CHANGE FORM IN DETAIL AND SUBMIT THAT TO THE EMPLOYEE BENEFITS OFFICE WITHIN **31 DAYS OF DATE OF HIRE.**

**THE EFFECTIVE DATE OF COVERAGE FOR A NEW HIRE IS THE FIRST OF THE MONTH FOLLOWING THE DATE OF HIRE.**

**IMPORTANT**

**YOU DO NOT HAVE TO WAIT UNTIL YOU HAVE THE CERTIFIED COPY OF THE BIRTH CERTIFICATE BEFORE YOU SUBMIT THE ENROLLMENT MATERIAL. THE EMPLOYEE BENEFITS OFFICE WILL CONTACT THE EMPLOYEE FOR MISSING DOCUMENTATION.**

**ADDING DEPENDENT CHILDREN**

EMPLOYEES WHO WISH TO ADD A DEPENDENT CHILD MUST DO SO WITHIN 31 DAYS OF THE EVENT. TO BE ELIGIBLE FOR COVERAGE, CHILDREN MUST MEET **ALL** OF THE FOLLOWING CRITERIA: UNMARRIED, NATURAL OR STEP CHILD OF THE EMPLOYEE, SPOUSE OR DOMESTIC PARTNER OR DEPENDENT OF THE EMPLOYEE, SPOUSE OR DOMESTIC PARTNER BY MEANS OF LEGAL GUARDIANSHIP. CHILDREN UNDER PETITION FOR ADOPTION ARE ELIGIBLE FROM THE DATE OF COURT ORDER IF IN THE EMPLOYEE'S CUSTODY UNDER AN INTERIM COURT ORDER PRIOR TO FINALIZATION OF ADOPTION. A **CERTIFIED COPY** OF THE CHILD'S BIRTH CERTIFICATE IS REQUIRED-A PHOTOCOPY IS NOT ACCEPTABLE. THE EMPLOYEE'S NAME OR THE NAME OF THE SPOUSE OR DOMESTIC PARTNER **MUST APPEAR ON THE BIRTH CERTIFICATE.** A HOSPITAL CERTIFICATE IS NOT ACCEPTABLE.

	EMPLOYEES HIRED PRIOR TO 3-1-88	EMPLOYEES HIRED AFTER 3-1-88	DOCUMENTATION
AGE AND MARITAL STATUS	COVERED TO AGE 25 AND UNMARRIED	ELIGIBLE UP TO AGE 19, EXTENDED TO AGE 22, IF A FULL-TIME STUDENT AND UNMARRIED	<b><u>CERTIFIED COPY OF BIRTH CERTIFICATE</u></b>
NEWBORNS	ELIGIBLE FROM DATE OF BIRTH IF ADDED WITHIN 31 DAYS OF BIRTH, OTHERWISE, ELIGIBLE DURING THE NEXT OPEN ENROLLMENT PERIOD	ELIGIBLE FROM DATE OF BIRTH IF ADDED WITHIN 31 DAYS OF BIRTH, OTHERWISE, ELIGIBLE DURING THE NEXT OPEN ENROLLMENT PERIOD	<b><u>CERTIFIED COPY OF BIRTH CERTIFICATE</u></b>
SCHOOL STATUS	NONE	ELIGIBLE TO AGE 22 IF A FULL TIME STUDENT ENROLLED IN HIGH SCHOOL OR AN ACCREDITED POST SECONDARY SCHOOL	LETTER FROM REGISTRAR OF THE SCHOOL ON THEIR LETTERHEAD SIGNED IN INK SHOWING THE CURRENT ENROLLMENT STATUS
LEGAL GUARDIANSHIP	ELIGIBLE FROM DATE OF DOCUMENTATION IF THE DOCUMENT IDENTIFIES EMPLOYEE, SPOUSE OR DOMESTIC PARTNER AS RESPONSIBLE <b><u>FOR THE CHILD</u></b>	ELIGIBLE FROM DATE OF DOCUMENTATION IF THE DOCUMENT IDENTIFIES EMPLOYEE, SPOUSE OR DOMESTIC PARTNER AS RESPONSIBLE <b><u>FOR THE CHILD</u></b>	<b><u>PENDING: CERTIFIED COPY OF PETITION FOR APPOINTMENT WITH CHILD'S BIRTH DATE LISTED.</u></b> <b><u>FINALIZED: CERTIFIED COPY OF LETTER OF OFFICE ISSUED BY COURT WITH CLERK'S SEAL AND BIRTH CERTIFICATE, IF BIRTH DATE IS ABSENT FROM LETTER OF OFFICE DOCUMENT OR PETITION FOR APPOINTMENT OF GUARDIANSHIP</u></b>
DISABLED – Disabled status must be on file with the Employee Benefits Office prior to termination to ensure continued coverage. If a dependent is terminated at age 22 or 25, they cannot be reinstated if there has been a break in insurance coverage.	ELIGIBLE REGARDLESS OF AGE, IF INCAPABLE OF SELF-SUPPORT AND MAINTENANCE AND IF DISABILITY (MENTAL, OR PHYSICAL) OCCURRED <b><u>PRIOR TO CHILD'S 25<sup>TH</sup> BIRTHDAY</u></b>	ELIGIBLE REGARDLESS OF AGE, IF INCAPABLE OF SELF-SUPPORT AND MAINTENANCE AND IF DISABILITY (MENTAL OR PHYSICAL) OCCURRED <b><u>PRIOR TO CHILD'S 19<sup>TH</sup> BIRTHDAY</u></b>	LETTER FROM PHYSICIAN CERTIFYING DISABILITY ON PHYSICIAN'S LETTERHEAD SIGNED IN INK BY THE PHYSICIAN AND INCLUDING DATE DISABILITY OCCURRED OR A COMPLETED DISABILITY STATUS FORM
OUT OF WEDLOCK CHILDREN	ELIGIBLE IF <b><u>CERTIFIED COPY OF THE BIRTH CERTIFICATE</u></b> LISTS THE CHILD'S NAME AND THE EMPLOYEE'S, SPOUSE'S OR DOMESTIC PARTNER'S NAME OR COURT ORDER IDENTIFYING EMPLOYEE, SPOUSE OR DOMESTIC PARTNER AS PARENT	ELIGIBLE IF <b><u>CERTIFIED COPY OF THE BIRTH CERTIFICATE</u></b> LISTS THE CHILD'S NAME AND THE EMPLOYEE'S, SPOUSE'S OR DOMESTIC PARTNER'S NAME OR COURT ORDER IDENTIFYING EMPLOYEE, SPOUSE OR DOMESTIC PARTNER AS PARENT	<b><u>CERTIFIED COPY OF BIRTH CERTIFICATE MUST LIST THE NAME OF THE CHILD AND THE EMPLOYEE, SPOUSE OR DOMESTIC PARTNER OR SUBMIT A PATERNITY COURT ORDER.</u></b>
FOSTER CHILD, GRANDCHILD, NIECE, NEPHEW	NEED LEGAL GUARDIANSHIP PAPERS-SEE ABOVE	NEED LEGAL GUARDIANSHIP PAPERS-SEE ABOVE	NEED LEGAL GUARDIANSHIP PAPERS-SEE ABOVE
PARENTS, SISTERS, BROTHERS	NEVER ELIGIBLE	NEVER ELIGIBLE	NO GUARDIANSHIP PAPERS WILL BE ACCEPTED

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