FOOTHILL-DE ANZA
Community College District

Universal Enrollment Form

Medical/Dental/Vision - For Active, Retiree, COBRA, Surviving Spouse Participants

FOR OFFICE USE ONLY: Plan Type_____ Plan Code_____ Coverage Code_____ Effective Date_____

Plan Selection:

☐ PPO Medical Plan	☐ EPO Medical Plan	☐ Kaiser Permanente HMO Medical Plan	☐ Delta Dental of California	☐ Vision Service Plan (VSP)

Employee Information:

Name (Last, First, M.I.)	Social Security Number	Date of Birth	Hire Date

Home Address

Home Phone:

Alternative Phone:

Sex
☐ Female ☐ Male

Hrs worked per week: _____

Marital Status
☐ Single ☐ Divorced ☐ Married ☐ Legal Separation

Job Occupation: _____

Campus Location: _____

Classes of Coverage:
☐ FT Faculty ☐ Confidential
☐ PT Faculty ☐ Supervisor
☐ Classified ACE ☐ Administrator
☐ Classified CSEA ☐ Board Member
☐ Retiree ☐ Surviving Spouse
☐ Article 19 Retiree ☐ COBRA Enrollee

Does your spouse have a dental plan? ☐ Yes ☐ No If yes, who is covered: ☐ Yourself ☐ Spouse ☐ Dependent children

If Delta Dental, indicate group number: _____

	MEDICAL	Cov Code
☐	Employee Only	001
☐	Employee + Spouse	002
☐	Employee + Domestic Partner (DP)	003
☐	Employee + Child	004
☐	Employee + Children	005
☐	Employee + Family	006
☐	Employee + DP + Family	007
☐	WAIVED	

	DENTAL
☐	Employee Only
☐	Employee + Spouse
☐	Employee + Domestic Partner (DP)
☐	Employee + Child
☐	Employee + Children
☐	Employee + Family
☐	Employee + DP + Family

	VISION
☐	Employee Only
☐	Employee + Spouse
☐	Employee + Domestic Partner (DP)
☐	Employee + Child
☐	Employee + Children
☐	Employee + Family
☐	Employee + DP + Family

This Election is for: (Check one)

- ☐ New Enrollment
- ☐ Marriage/Divorce: _____ Effective date
- ☐ Name Change: _____ Former name
- ☐ Birth of Child
- ☐ Adoption or Placement of Adoption
  Court Ordered Coverage: Please attach a copy of court order
- ☐ Deleting Dependent(s): _____ Effective date
- ☐ Loss of Other Health Coverage. Please provide termination coverage letter from other employer
- ☐ Reinstatement of Coverage – Return from Unpaid Leave
- ☐ Address Change
- ☐ COBRA Continuation: _____ Effective date
- ☐ Other: _____

COBRA/Surviving Spouse Qualifying Event Date: (Check one)

Date: _____

- ☐ Termination of Employment
- ☐ Change of Employment Hours
- ☐ Marriage of Covered Child
- ☐ Death of Subscriber
- ☐ Divorce or legal separation
- ☐ Dependent reached age limit according to PLAN
- ☐ Dependent can no longer be claimed for tax purpose according to the IRS
- ☐ Retirement (when ineligible for District paid benefits)

For Kaiser Permanente Participants Only:

Are you now or have you ever been a Kaiser Permanente member? ☐ Yes ☐ No

If "Yes", please list your Kaiser Permanente Medical Record Number: _____

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Medical / Dental / Vision Coverage:

(A)dd (C)hange (D)elete	Relationship	Name (Last, First, M.I.)	Social Security Number	Date of Birth	Sex	Children 19 and over, IRS Dependent?		Disabled?
	Self					☐ Yes ☐ No		☐ Yes ☐ No
	☐ Spouse ☐ Domestic Partner					☐ Yes ☐ No		☐ Yes ☐ No
	Daughter/Son					☐ Yes ☐ No		☐ Yes ☐ No
	Daughter/Son					☐ Yes ☐ No		☐ Yes ☐ No
	Daughter/Son					☐ Yes ☐ No		☐ Yes ☐ No

Have you included stepchildren as dependents? ☐ YES ☐ NO If "yes" indicate name/s:

_____

Do your stepchildren reside with you? ☐ YES ☐ NO

Are they dependent upon you for support and maintenance? ☐ YES ☐ NO

(Note: If you have more than three children, please attach a separate sheet of paper with the above information.)

Do you or your dependents have other health coverage? If yes, please complete this section.

	Name	Name and address of other insurance Carrier	Effective Date
Self			
Spouse/ DP			
Daughter /Son			
Daughter /Son			
Daughter /Son			

Medicare Section

Are you retired?…… ☐ Yes ☐ No

If yes……Part A ☐ Yes ☐ No

……Part B ☐ Yes ☐ No

Do any of your dependents have Medicare?…… …… ☐ Yes ☐ No

If yes, for your dependents……Part A ☐ Yes ☐ No

……..Part B ☐ Yes ☐ No

Name(s) of Medicare Dependent(s)

_____

_____

_____

If yes for Medicare for you and/or your Dependent(s), please provide your and/or their SSN and indicate the entitlement reason and Medicare eligibility date for yourself and/or your Dependent(s).

SSN # _____

Entitlement Reason: ☐ Over 65 ☐ Disabled ☐ OTHER

Effective Date of Medicare _____/_____/_____

Name

_____

SSN # _____

Entitlement Reason: ☐ Over 65 ☐ Disabled ☐ OTHER

Effective Date of Medicare _____/_____/_____

Name

_____

Payroll Deduction Contributions

The plan administrator may reduce or cancel the amount of my payroll deduction contributions or otherwise modify this agreement if this becomes necessary to satisfy certain provisions of the Internal Revenue Code. The amount of my monthly payroll deduction contributions is shown on a schedule that has been provided to me and the amount may change in the future.

Kaiser Permanente Arbitration Agreement

I apply for Health Plan membership for myself and my covered family dependents. We agree to abide by the provisions of the Service Agreement and Health Plan policies. We understand that (except for Small Claims Court cases, claims subject to a Medicare appeals procedure, and, if my Group must comply with ERISA, certain benefit-related disputes) any dispute between me, my heirs or other associated parties on the one hand and Health Plan, its health care providers, or other associated parties on the other hand, for alleged violation of any duty arising out of or related to membership in Health Plan, including any claim for medical or hospital malpractice, for premises liability, or relating to the coverage for, or delivery of, services or items, irrespective of legal theory, must be decided by binding arbitration under California law and not by lawsuit or resort to court process, except as applicable law provides for judicial review of arbitration proceedings. I agree to give up my right to a jury trial and accept the use of binding arbitration. I understand that the full arbitration provision is contained in the Evidence of Coverage.

United Healthcare

Non-Participating Provider: I understand that I am responsible for a greater portion of my medical costs when I use a non-participating provider

Arbitration Agreement:

If I am enrolled in an employer-sponsored benefit plan that is subject to ERISA (Employee Retirement Income Security Act of 1974, 29 U.S.C. section 1001, et seq.) I understand that any dispute involving an adverse benefit determination for a health claim may not be subject to mandatory binding arbitration. However, I further understand that any dispute I may have with respect to an adverse benefit determination for a health claim may be submitted to voluntary binding arbitration after the ERISA claim appeal process is completed.

Your Authorization:

I acknowledge that I have received and read the enrollment materials for the Employee Benefits Program and I have read the information on this form. I acknowledge that the information submitted represents my enrollment choice(s) and I am authorizing contributions to be withheld from my pay for the healthcare covered selected.

I attest by signing below that I have reviewed the information provided on this application and to the best of my knowledge and belief, it is true and accurate with no omissions or misstatements.

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

I understand that any premiums I am obligated to pay for health care coverage for myself and/or any of my dependents will be deducted from my pay on a PRE-TAX basis.

This signature also verifies the accuracy of the information on this form.

I have read, understand, and agree to the terms and conditions above.

Signature of Employee: _____Date: _____

Employer Information (to be completed by Human Resources Department)

Authorized Signature of Employer : _____Effective Date of Coverage: _____