

IMPORTANT: Your new dependent will be without County insurance coverage if:

- You fail to enroll your new dependent on your health plan through the Benefits Center within **30 days** of birth or adoption, and/or
- You fail to provide the required verification documents for dependent eligibility within 60 days of the reported birth or adoption.

In that event, you would not be able to enroll your new dependent until the next Open Enrollment period or if you experience a new Qualified Life Event.

Benefits Center

1-866-325-2345 or

www.benefitsweb.com/countyoforange.html



YOUR BENEFITS CHECKLIST

BEFORE YOU GO OUT

- Tell your supervisor and your HRS department about your intent to take a Parenthood or Medical Leave.
- Make sure the County has your correct address on file.
- Ask your HRS representative about your leave options.

PAID OR UNPAID LEAVE

- Ask your HRS representative if your leave qualifies for continued County pay through the regular payroll process.
- Ask your HRS representative if you are eligible for Short-Term Disability (STD) through your employee organization (union) or through the County.
- If you are eligible for STD benefits, your HRS representative will give you information on who to contact for additional information.
- Complete and return any necessary forms.

CONTINUE HEALTH INSURANCE

- The Benefits Center will be notified through the County payroll system and will then send you information on new options, costs and instructions for continuing health insurance during your leave.
- Review the information.
- Contact the Benefits Center toll-free at 1-866-325-2345 or visit www.benefitsweb.com/countyoforange.html to make any necessary changes before the deadline.
- If you have elected to continue coverage while off County payroll, you must pay your direct billing invoice in full before the grace period date or your health coverage will be cancelled.

ADD YOUR NEW CHILD TO YOUR INSURANCE

- Contact the Benefits Center within **30 days** of birth or adoption to add your child to your health plan. Your dependent can only be added to County insurance coverage through the Benefits Center.
- You must also provide your signed Dependent Verification form and a copy of the birth certificate or adoption papers as verification of dependent eligibility within 60 days of the event that made your dependent(s) eligible (birth or adoption).
- Contact the Benefits Center to add your new child to any other supplemental benefits, such as dental or vision coverage.

BEFORE YOU RETURN TO WORK

- Contact your HRS representative prior to your desired return date.
- Follow the instructions for returning that your HRS representative provides.
- Review the “Return From Leave” packet you will receive from the Benefits Center and follow any instructions that apply to you.
- Follow instructions to enroll in active employee benefit plans by the **30 day** deadline (if applicable).
- Continue to pay any invoices for your insurance while on leave (if applicable) through the month in which you return to work.