

Frequently Asked Questions

1. Am I eligible for benefits?

You are eligible for most benefits if you are a permanent or temporary employee working twenty (20) hours or more per week on a regular basis, a firefighter, EMT, Ambulance Driver, or an elected official receiving a stipend.

2. When can I enroll in benefits?

You can be enrolled in benefit plans within thirty (30) days from your date of hire, thirty (30) days from a qualifying event, or during the annual open enrollment period.

3. What is a qualifying event for a covered employee?

A qualifying event is one of the following situations:

*Marriage
Divorce
Birth/Adoption of a child
Loss of coverage under a spouse's plan*

4. What is a qualifying event for a spouse?

A qualifying event for a spouse is a loss of coverage

5. What is a qualifying event for a dependent child?

A qualifying event for a dependent child is the same as for a spouse as well as the loss of status of "dependent child" under the plan's rules.

6. What documentation is required to enroll in benefits?

- *Marriage Certificate*
- *Divorce Decree if covering a former spouse*
- *Birth Certificate for all dependents*
- *Current IRS Form 1040 or 1040EZ (top section showing filing status and dependents)*
- *To enroll in benefits due to a qualifying event, we also require a letter from the employer showing the names of covered members, name of plan and date coverage ends.*

Please call the Treasurer's/Collector's Office with any questions. We can be reached at

508-429-6602.