

**If the New Employee Is Taking Medical Insurance and Life Insurance:**

1. You should complete the front page of a **Green Form**, and sign the back page. The new employee does not complete this form.
2. The new employee should complete an **Anthem Enrollment Form**, and a **Life Insurance Enrollment Form**.
3. If the new employee elects dependent health insurance coverage, they must also sign the **Authorization for Payroll Deduction Form**. *The employee is responsible for dependent premiums by payroll deduction, the parish or school cannot pay for dependent coverage.*
4. Tell the new employee to watch for a packet of information from the Benefits Office at their home address, and to look for the **Vision and Dental Enrollment Forms** and **Authorization for Payroll Deduction Forms** in that packet. If they are interested in the vision or dental insurance, have the employee return those forms to your office, as soon as possible. Keep copies for yourself, and make the appropriate payroll changes. Please forward the enrollment and payroll deduction forms to the Benefits Office. If we receive the completed forms in the Benefits Office by the 7<sup>th</sup> of the month, the new employee will be on the plan the first of the following month.

Send the completed forms to the **Benefits Office, 9292 Broadway, Merrillville, IN 46410**. Medical coverage begins on the first day of employment (August 14<sup>th</sup> for teachers) if all forms are complete and returned within 31 days from the date of employment.

**If the New Employee Is Waiving Medical Insurance:**

1. You should complete the front page of a **Green Form**, and sign the back page. The new employee does not complete this form.
2. The new employee must complete a **Voluntary Waiver Form** if they do not want medical insurance. You cannot encourage employees to waive medical insurance. The new employee may elect life insurance only, if they have other medical insurance coverage. Then, they need to complete the **Life Insurance Enrollment Form**, and mail this form to the Benefits Office along with the **Green Form**.
3. New employees waiving medical are still eligible for vision and dental, so inform them to watch for this material in the packet the Benefits Office mails to their home. They should return the **Vision and/or Dental Enrollment Forms** and **Authorization Payroll Deduction Forms** to your office to forward to the Benefits Office. Please keep a copy for your records, and make the appropriate payroll changes. The new employee is responsible for these premiums through payroll deduction.

Mail the Green Form, Voluntary Waiver Form and/or the Life Insurance Enrollment Form, as soon as possible, to the Benefits Office, 9292 Broadway, Merrillville, IN 46410. Medical coverage begins on the first day of employment, if forms are completed and returned within 30 days of the date of employment.

**Any employee electing medical coverage will receive an Anthem card at home, and a Medco card for prescription coverage. It normally takes a few weeks for the employee to receive the card from the date we enter the data at the Benefits Office. We enter data on Fridays of the week we receive forms. If the employee elects dental coverage they will receive an ID card; however, there is no ID card for vision coverage only a letter from the Benefits Office explaining how to use the coverage.**