



The Office of Health and Wellness

DOCUMENTS REQUIRED

Copy of the Social Security Card(s)- for employee and all dependents

Copy of the official marriage certificate (if applicable)

Copy of the Birth Certificate(s) for all dependent children

Select only one medical plan-new hires can only elect the NJ Educator's plan

Select only one dental plan (Aetna or DSO)- optional

Vision is optional

**Benefits begin 60 days after start date unless start date is Sept. 1st or the
start of your contract**

Please send back to the Office of Health and Wellness at the Education Center
732-452-4942