

**To: All SBCUSD New Hires**

**From: Employee Benefits Department**

All employees must meet with an American Fidelity representative even if you do not plan on enrolling in a medical/dental/vision plan at this time. If you have dependents, you will need to provide Certified Marriage and/or Certified Birth Certificates and your Form 1040 U.S. Individual Income Tax Return. **If you are adding a spouse, your Tax Return must show either, married filing jointly or married filing separately.**

**You must enroll within thirty (30) days of your date of hire. Please take a copy of your contract (Certificated) or Assignment Information (Classified) to your enrollment meeting. It has your date of hire and other needed information on it.** If you do not enroll, you may not enroll until the next open enrollment period or have a life status change. Please call the Benefits Department at (909) 381-1114, if you have any questions.

**To view all of the benefits offered by SBCUSD, on the home page, click Review Core Benefits Offered by SBCUSD.**

<https://benefits.americanfidelity.com/groups/san-bernardino-city-usd/>

After viewing all of the available benefit plans and making your choices, call American Fidelity to schedule an appointment (800) 365-9180 Ext. 0

**\*The Standard is the preferred provider for voluntary disability insurance for certificated employees. You can contact them at (800) 522-0406.**

*Employee Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_