



Lakota Benefits

How to add a new family member to your health benefits

Please add your new family member with Employee Navigator with the help from a BPA Counselor using the instructions below. You have 30 days from the date of the birth, adoption, or adding a dependent. Once that time period passes, your next opportunity will be during the Open Enrollment period in the fall.

How to add your new family member:

1. You can schedule an appointment by going to the link listed below:

<https://calendly.com/benefit-enrollments/lakota-local-school-district-new-hire>

2. Or call (833) 202-9966 directly to speak with a benefits counselor

The Benefits Team will need the following documents for adding a new family member. Please send them to Benefits@Lakotaonline.com:

- When adding a newborn, submit a copy of their birth certificate. If you have placed the order for the birth certificate, please email and let us know.
- When adding a child because they lost other coverage, submit a copy of their birth certificate or court-approved papers.
- If you're adopting, submit a copy of your court-approved adoption papers.
- For adding legal custody or guardianship, submit a copy of your court-approved papers.
- Social Security number and date of birth are also required for all coverage.

Lakota Treasurer's Office
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513.644.1170