

Enrolling in health insurance

To qualify for a tax sheltered premium, eligible employees must enroll within 30 days of the date of hire, the month of **April** during **annual enrollment**, or within 30 days of a qualifying event(loss of coverage, employment status change or family status change) with supporting documentation. Please contact the health insurance office (337) 217-4240 ext.3010 or 3013) to make sure that you qualify and have the proper documentation.

Dropping coverage

Insureds are required to drop ineligible dependents from the policy as soon as they are no longer eligible by visiting the health insurance department to complete the proper paperwork. However, any other health insurance cancellations can only be made during annual enrollment in the month of April or within 30 days of a qualifying event (loss of coverage, employment status change or family status change) with supporting documentation. Please contact the health insurance office to make sure that you qualify and have the proper documentation.

Newborns

Newborns must be added within thirty days of the date of birth in order to be considered a new enrollee. Your next opportunity to add your newborn will be in the month of **April** during **annual enrollment**, or within 30 days of a qualifying event(loss of coverage, employment status change or family status change) with supporting documentation.

Marriage

A new spouse must be added within 30 days of the date of marriage to be considered a new enrollee. A marriage certificate is required. Your next opportunity to add your spouse will be in the month of **April** during **annual enrollment**, or within 30 days of a qualifying event(loss of coverage, employment status change or family status change) with supporting documentation.

Please note: An employee CAN NOT be covered as a dependent on another CPSB employee's life insurance policy, nor can a child be covered on two policies at the same time.