RESET PRINT

ARBENEFITS

This form is to be used for Open Enrollment and New Enrollees ONLY. Please use the Change Form for Qualifying Events.

ACTIVE STATE & PUBLIC SCHOOL ENROLLMENT ELECTION FORM

Part 1: Employee Information

First Name	MI	Last Name	Date of Birth	Gender ☐M ☐F	Social Security Number

Agency/School District Name (Required):	Group#	Home/Cell Phone Number	Work Phone Number

Home Address	City	State	Zip Code

Part 2: Coverage

Reason for Enrollment
- ☐ Open Enrollment
- ☐ New Hire Period
- ☐ Qualifying Event

Type of Action
- ☐ Enroll in the Plan
- ☐ Decline Coverage
- ☐ Add/Drop Dependent

Select a Benefit Option
- ☐ Premium ☐ Classic ☐ Basic

Select a Coverage Level
- ☐ Employee Only ☐ Employee & Child(ren)
- ☐ Employee & Spouse ☐ Employee & Family

☐ *Please only check this box if you wish to have your premiums withheld on a post-tax basis.*

Part 3: Add Dependents

Check the appropriate column to ADD eligible dependents not currently covered and/or DROP currently covered dependents.
Proof of a dependent's eligibility must be submitted with this application for all dependents.

To complete the RELATIONSHIP column, use the number that describes your dependent(s).
Spouse - 1, Child - 2, Permanent Legal Guardianship - 3

Add	Drop	Name (First, MI, Last)	Date of Birth	Social Security Number	Male	Female	Relationship
☐	☐				☐	☐	
☐	☐				☐	☐	
☐	☐				☐	☐	
☐	☐				☐	☐	
☐	☐				☐	☐	

Part 4: Subscriber Certification

I authorize deductions of the required contributions (if applicable). I understand that my elections can only be changed during the next open enrollment period or if I have a qualifying status change event as defined in the ARBenefits Summary Plan Description. I understand I must request such changes within 60 days of the qualifying event. On behalf of myself and anyone enrolled on or added to this form, I authorize any health care professional or entity to give the health plan/insurer or any of their designees, any and all records or information pertaining to medical history or services rendered to the health plan/insurer, for any administrative purpose, including evaluation of an application or a claim. I also authorize on behalf of health plan/insurer the use of a Social Security Number for the purpose of identification. A photocopy of this authorization will be as valid as the original. Please note that falsifying documents, misrepresenting dependent status or using other fraudulent actions to gain coverage may be criminal acts and can lead to permanent termination of coverage. I understand by signing the election form, it means I have read and agree with the attached instruction page and understand the options I chose on the election form.

Employee Signature	Date	Email Address:

SUBMISSION TO EBD IS FINAL

ARBenefits • Department of Transformation and Shared Services • Employee Benefits Division
Post Office Box 15610 • Little Rock, AR 72231-5610 • Fax: 501.683.0983

Instruction Page

ALL PORTIONS OF THE ELECTION FORM MUST BE COMPLETED OR IT WILL BE SENT BACK FOR COMPLETION PRIOR TO PROCESSING.

Social Security Numbers are required for enrollment. If you do not provide a Social Security Number for yourself or your dependents, health insurance coverage cannot be provided. Exception: A newborn's Social Security number will be accepted after enrollment but must be sent in once it is received.

You must drop all of your ineligible dependents. When your dependents no longer meet eligibility requirements, their coverage ends the last day of the month they became ineligible. You may be responsible for any cost for services received while your dependent was incorrectly listed as eligible.

If you experience a qualifying event that allows you to cancel your health insurance, you can only enroll again during the next annual open enrollment period or if you have a qualifying status change event. Qualifying status change events include marriage, birth and loss of group coverage.

You should receive plan information and ID cards in a timely manner from ARBenefits. If you do not, call ARBenefits at 1-877-815-1017 (When you hear the recording, Just Press One).

Your elections will remain in effect for the remainder of the calendar year unless you experience a qualifying status change event, as defined by the ARBenefits Summary Plan Description.

Your effective date of coverage will be the first of the month following date of application and following your qualifying event. Note: The qualifying event is not the date of eligibility.

Pre-tax premiums increase your take-home pay because your insurance premiums will be deducted from your salary before taxes are calculated. You will automatically be in a pre-tax status unless you otherwise notify your payroll clerk.

Members who turn age 65 or become eligible for Medicare must send in a copy of their Medicare card to ARBenefits.

Supporting documentation is required for proof of dependent eligibility. For changes being made due to a qualifying event, documented proof a qualifying event has occurred is also required such as a Certificate of Credible Coverage (COCC). More information available in the ARBenefits Summary Plan Description.

Adding a spouse:

* Copy of marriage license
* Completed ARBenefits Spousal Affidavit available at www.transform.ar.gov/employee-benefits

Adding a dependent child:

* Newborns - Birth certificate or hospital birth announcement that includes child's parents and date of birth (up to 6 months of age)
* Child - Copy of child's birth certificate
* Step-child - Copy of marriage license to the step-child's parent and a copy of the child's birth certificate
* Legal Guardianship - Court-approved guardianship papers (with signature & seal)

Completed election forms can be submitted to EBD by fax, mail, or online through the ARBenefits Member Portal at www.transform.ar.gov/employee-benefits/arbenefits.

For assistance, contact ARBenefits at 1-877-815-1017 Monday through Friday, from 8:00 a.m. to 4:30 p.m. CST. Learn more about plans, costs and provider at www.transform.ar.gov/employee-benefits