

Open Enrollment Options

- **I want to enroll in Medical**

- What plan

- Kaiser
 - Kaiser Enrollment form
- Blue Shield
 - Blue Shield Enrollment Form

- **I want to change my Medical Carrier with Ceres Unified**

- What Plan You want to change to

- Kaiser to another Kaiser
 - Internal Kaiser Transfer Request
- Blue Shield to Blue Shield
 - Internal Blue Shield Transfer Request
- Kaiser to Blue Shield (Required to re-submit 1st page of tax filings if adding spouse, marriage/birth certificates)
 - Blue Shield Enrollment Form
- Blue Shield to Kaiser (Required to re-submit 1st page of tax filings if adding spouse, marriage/birth certificates)
 - Kaiser Enrollment Form

- **I want to add/drop a dependent to my Medical**

- SISC Membership Change Form

- Add spouses – Requires: Marriage certificate, 1st page of tax filings, SSN
- Add dependent – Requires: Birth certificate, SSN

- **I want to decline Medical**

- Declination Form – Certificated hired before 1/1/12

- Verification of Other Group Coverage is required

- Declination Form – Classified

- Hired before 1/1/12 works more than 7 hours, Verification of Other Group Coverage is required
- Works less than 7 hours, Verification of Other Group Coverage is required

**** Employees who are hired after 1/1/12 and work more than 7 hours cannot decline

- **I want to enroll in Dental**

- Dental Enrollment Form

- **I want to drop my Dental**

- Dental Enrollment Form

- **I want to add/drop a dependent to my Dental**

- Dental Enrollment form

- Add Spouse/Child – Marriage Certificate, Birth Certificate, SSN's
- Drop Spouse/Child – List only the dependents dropping from plan

- **I want to enroll in VSP**

- VSP Enrollment Form

- **I want to drop my VSP**

- VSP Enrollment Form

- **I want to add/drop a dependent to my VSP**

- VSP Enrollment Form

- Add Spouse/Child – Marriage Certificate, Birth Certificate
- Drop Spouse/Child – List only the dependents dropping from plan

- **Do I have my whole family enrolled in Hartford Life Insurance/I want to add dependents to my Life Insurance**

- Hartford Life – If they are not sure they can fill out a new enrollment form

- **Who is my beneficiary for Hartford Life Insurance?**

- Beneficiary Designation Form - If they are not sure they can fill out a new enrollment form

- **I am interested in MetLife Accidental Life Insurance?**

- What are my options? – Met Life ADD Policy options

- I want to enroll or change Beneficiaries – Met Life ADD Enrollment Form