



HEALTH AND DENTAL PLANS ADMINISTRATION
 111 North Hope Street Room 564
 Los Angeles, CA 90012
 Tel: (213) 367-2023 Fax: (213) 367-2078
 healthplans@ladwp.com

ENROLLMENT/CHANGE FORM

EFFECTIVE DATE

ACTIVE EMPLOYEE

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<p>1 TRANSACTION TYPE</p> <p><input type="checkbox"/> NEW ENROLLMENT</p> <p><input type="checkbox"/> ADDITION/DELETION OF DEPENDENT</p> <p><input type="checkbox"/> CANCELLATION OF ENROLLMENT</p> <p><input type="checkbox"/> DECLINE/TERMINATE COVERAGE</p> <p><input type="checkbox"/> OTHER _____</p> <p>If you wish to enroll, change, or cancel an IBEW Local 18 sponsored plan you must contact IBEW Benefit Service Center at (800) 842 6635.</p>	<p>2A HEALTH PLANS</p> <p><input type="checkbox"/> Kaiser Permanente <input type="checkbox"/> United Healthcare PPO</p> <p><input type="checkbox"/> Health Plan of Nevada <input type="checkbox"/> United Healthcare Non-Differential/Owens Valley</p> <p><input type="checkbox"/> United Healthcare HMO</p> <p>2B DENTAL PLANS</p> <p><input type="checkbox"/> Delta Dental PPO <input type="checkbox"/> United Concordia HMO</p>
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3 EMPLOYEE INFORMATION					
Last Name	First Name	MI	Employee No. (REQUIRED)		
Date Hired (Start Date)	Home Address	City	State	ZIP Code	
Birth Date	Sex M <input type="checkbox"/> F <input type="checkbox"/>	Social Security No. (REQUIRED)	Previous Name		
Daytime Phone No.		Email Address			

4 DEPENDENTS TO BE ENROLLED						
Last Name	First Name & MI	Birth Date	Social Security No. (REQUIRED)	Sex	Relationship	DWP Employee (Yes or No)

If enrolling a spouse please provide a copy of Marriage Certificate. If enrolling a Domestic Partner, provide copies of Drivers Licenses or ID showing same address and an Affidavit of Domestic Partnership

Date of Marriage or Start of Domestic Partnership: _____

5 DEPENDENTS TO BE DELETED					
Last Name	First Name & MI	Birth Date	SSN (Last 4 Digits)	Relationship	Reason for Deletion

Date of Divorce: _____ Date of Death: _____
 Must provide a copy of final divorce decree

I hereby authorize DWP to deduct from my earnings, from time to time until further notice, amounts equal to the contributions required of me towards the plan(s) herein enrolled. I understand that if I decline coverage, I will not be able to enroll for health or dental coverage until the next Open Enrollment period, unless I have a change in status.

I understand that, if in good order and approved, all of my benefit choices shown here will take effect the first of the following month submission of this form. My elections shall remain in effect and can only be modified during Open Enrollment or if I experience a qualifying event. I understand that any dispute or controversy that may arise under the agreement between me and/or any family member and any Health Maintenance Organization named above, or any participating office, must be submitted to binding arbitration in lieu of a jury or court trial.

Employee Signature:	Date:
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Important Information

When to Enroll:

- New employees, transfers from another City of Los Angeles Department, or changes of employment status must enroll within 31 days from Hire Date with LADWP or change in employment status
- Enroll dependents within 31 days from the qualifying event such as marriage, completion of the prescriptive period of domestic partnership, birth of a child/grandchild, and adoption or custody of a child.

Effective Date of Coverage:

- The coverage is effective on the first of the month following receipt of enrollment forms and eligibility documents, if any, in the Health and Dental Plans Administration Office
- The effective coverage date for changes made during the Open Enrollment period is July 1st

Who can be your Eligible Dependents:

<i>If you are enrolling:</i>	<i>You must submit a copy of the . . .</i>
Your lawful spouse	Certified marriage certificate
Registered domestic partner	Declaration of Domestic Partnership issued by the California Secretary of State or an equivalent document issued by another state or any local agency in California or another state
Nonregistered domestic partner	Copies of you and your domestic partner's California driver's licenses or identification cards and that it matches your address of record with LADWP AND a completed Affidavit of Domestic Partnership
Biological and stepchild(ren)	Birth certificate of the child
Child(ren) of domestic partner	Birth certificate of the child (Domestic partner of child(ren) must be enrolled in coverage)
Adopted child	Birth certificate of the child and adoption documents
Children under your Legal Guardianship	Birth certificate of the child and Court Order appointing you or your spouse as legal guardian of the child
Grandchild(ren)	Birth Certificate of the child (Parent of grandchild(ren) must be enrolled in coverage)

Refer to the Benefit Guide for all eligible dependents and full list of required and acceptable documents to verify eligibility.

COBRA INFORMATION

The Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides group health insurance continuation to employees, spouses, and dependent children if they lose group health insurance due to certain qualifying events. Two qualifying events under COBRA require you, your spouse, or dependent child to follow certain notification rules.

You are required to notify the LADWP Health and Dental Plans Administration Office of a divorce/legal separation or if a child ceases to be a dependent child under the terms of the LADWP's Group Health or Dental Insurance plan.

Each covered employee or spouse or dependent child is responsible for notifying the Plan Administrator within 60 days after the date of divorce or the date the dependent child ceased to be a dependent as defined under the LADWP Health and/or Dental Insurance plan.

Failure to properly notify the LADWP Health and Dental Plan Administration Office within the required 60 days will forfeit all COBRA rights that may have arisen from these two qualifying events.

Please read the Benefit Guide for the definitions of spouse and dependent children.

Contact the LADWP Health and Dental Plans Administration Office at (213) 367-2023 for proper procedures and forms to be used to make this required COBRA notification.