



Cortland Enlarged City School District Health Insurance

In addition to a completed enrollment form, the following documentation must be included for all new participants or for existing participants requesting changes to coverage.

Required Documents for New Enrollments/New Hires

Please provide a copy of the items listed below.

- Current insurance card
- Marriage certificate (if adding a spouse)
- Birth certificates (for spouse and children being added)
- Social security cards (for spouse and children being added)

Changes due to Qualifying Life Event

Qualifying life events include marriage, divorce, birth, death or loss of existing coverage***. In addition, if your only dependent “ages off” your policy, you may complete a new enrollment form for individual coverage at that time with no additional documentation required.

****The District must be notified within 30 days of the qualifying event and the following documentation must be provided.*

- Marriage – marriage certificate/new spouse’s birth certificate and social security card
- Birth – birth certificate/social security card
- Divorce – court order
- Loss of Current Coverage - Certificate of Coverage – must indicate coverage end date

Open enrollment is held annually over the summer for a September 1 effective date.

Please contact Payroll with questions or for additional information.