

EMPLOYEE BENEFIT ELIGIBILITY DATE

Benefit eligible employees hired by the twentieth (20th) day of the month will have their Johnson County Community College (JCCC) benefits become effective on the first of the month following their month of hire.

For example, an employee hired on July 18th will attend the July benefits orientation and have their benefits begin on August 1st

A benefit eligible employee hired on or after the twenty-first (21st) day of the month will have their benefits become effective on the first day of the *second* month following their date of hire.

For example, an employee hired on July 22nd will attend the August benefits orientation and have their benefits begin on September 1st

DEPENDENT COVERAGE MATRIX

If you enroll in a JCCC benefit plan you may also enroll your eligible dependents as outlined in the chart below.

Type of Dependent(s)	<u>Medical, Dental, Vision*</u>		<u>Dependent Life*</u>	
	Eligible for Coverage	Not Eligible for Coverage	Eligible for Coverage	Not Eligible for Coverage
Your legally married Spouse	X		X	
Your Domestic Partner	X			X
Your Dependent Children ^{1**}	X		X	
<ul style="list-style-type: none"> ▪ Until they attain age 26 ▪ Your disabled children age 26 or older 	X		X	
Your Domestic Partner's Children ^{1**}	X			X
<ul style="list-style-type: none"> ▪ Until they attain age 26 ▪ Your Domestic Partner's disabled children age 26 or older 	X			X
A Dependent who is on active military duty		X		X
A Dependent already covered as an employee of JCCC		X		X

*No employee can be both a covered employee and a covered spouse. If an employee and spouse are both employees, only one may enroll their eligible dependent children for medical, dental, vision and Dependent Life Insurance coverage.

** Your Dependent Children and Domestic Partner's Children include your biological children, stepchildren, legally adopted children or children who reside with you under court order or administrative placement and are dependent upon you for support.

¹ For purposes of Medical, Dental, Vision and Dependent Life Insurance Plans' coverage your Dependent Children (unmarried for Dependent Life) may continue to participate in the Plans until the end of the calendar year in which they attain age 26. Your disabled unmarried children may continue to participate in the Plans after the year in which they attain age 26, PROVIDED that satisfactory evidence of the child's disability is timely received by each of the respective providers of the coverage's.

DEPENDENT VERIFICATION

When you enroll your dependents for benefits, you will be required to provide documentary evidence of their eligibility for coverage as follows:

Your spouse:

- a copy of your marriage certificate or appropriately executed marriage license (recognized legal jurisdiction), **and**
- any **one** of the following joint tenancy proofs (if the document lists the SPOUSE ONLY the document must reflect an address, and the address must be the same as the address on file for the employee):
 1. Current mortgage statement, home equity loan, or lease agreement
 2. Current property tax statement
 3. Page 1 and signature page of your current federal income tax return as filed with the IRS listing the spouse
 4. Page 1 and signature page of your state income tax return as filed with the applicable state tax agency listing the spouse
 5. Current utility bill.
 6. Current credit card or account statement
 7. Current designation as the primary beneficiary for life insurance or retirement benefits or primary beneficiary under an employee's will
 8. Assignment of durable power of attorney or health care power of attorney

NOTE: "Current" is defined as within the last twelve (12) months

Your domestic partner:

- a properly executed JCCC Domestic Partner Affidavit form and supporting documentation;

<https://www.jccc.edu/about/leadership-governance/administration/human-resources/employee-benefits-leaves/files/pdfs/domestic-partner-affidavit.pdf>

Your biological/adopted child – until age 26:

- a copy of a birth certificate or court document

Child of your domestic partner – until age 26:

- a copy of a birth certificate or court document and confirmation of your domestic partner (see above)

Your stepchild – until age 26:

- a copy of a birth certificate or court document and confirmation of your spouse (see above)

Legal Guardianship – until age 26:

- a copy of the court document assigning the minor child to the employee, **and**
- documentation that the dependent child receives more than half of their support from the employee

Disabled child older than age 26:

- documentation that the child is unmarried and is incapable of self-sustaining employment because of a mental or physical condition and is dependent upon the employee for health care, financial support and maintenance

You **must** provide the necessary supporting documentation for your covered eligible dependents no more than sixty (60) days following your benefit eligibility date to your applicable Benefits Specialist in Human Resources. If supporting documentation is not received within 60 days, your dependent's coverage will be terminated and JCCC has the right to request reimbursement for any claims or expenses incurred during the intervening period while they were covered. If your dependent's coverage is terminated and reduces your cost of coverage, any amounts you have overpaid will not be refunded. Additionally, if dependent eligibility documentation is not received timely, you will not be able to subsequently enroll your dependents for coverage until the next enrollment period.

If you have questions please reach out to your applicable Benefits Specialist as follows:

Connie Brickner	Ext. 4757	Last Names Starting with A-F
Lisa Gates	Ext. 3619	Last Names Starting with G-N
Lisa Sullivan	Ext. 7624	Last Names Starting with O-Z