



IMPORTANT NOTICE

HEALTH INSURANCE Adding Newborn

Notification to your school district's Payroll/Benefits Office must be made within 30 days of the birth of your child by ***Change in Enrollment Form*** or via telephone/email providing your newborn's name and birth date. This will confirm their addition to your plan and ensure there is no lapse in coverage.

Upon receipt, please also provide your Payroll/Benefits Office with a copy of their Birth Certificate and Social Security Card.

**If you have any questions,
please contact your school
district's benefits coordinator.**

