

NEW JERSEY SHBP EMPLOYEE DENTAL PLANS APPLICATION Division of Pension and Benefits, P.O. Box 299, Trenton, NJ 08625-0299

DIVISION USE ONLY

1. EMPLOYEE INFORMATION-This section must be filled out completely. Please print or type.

Form for Employee Information including Social Security Number, Last Name, First Name, MI, Street Address, City, State, ZIP Code, Date of Birth, Gender, Status, and Home Telephone Number.

2. DENTAL COVERAGE

2a. EMPLOYEE SELECTION (You must remain enrolled in the Dental Plan for a minimum of 12 months)

Form for Employee Selection including checkboxes for Dental Expense Plan, Dental Plan Organization (DPO), and Name of DPO/DPO#.

Form for Dental Selection including checkboxes for changing dental plans only, and From/To dates.

Checkbox for waiving dental coverage in any dental plan.

2b. LEVEL OF COVERAGE

Form for Level of Coverage including checkboxes for Single, Member and Spouse/Civil Union Partner, Member and Domestic Partner, Family, and Parent and Child(ren).

Form for Effective Dates and Event Reason.

EMPLOYER CERTIFICATION See instructions on reverse

Form for Employer Certification including Employer Name, Payroll #, Union Code, Location #, and 10/12 month employee status.

MEMBER ACTION

Form for Member Action including checkboxes for New Enrollment, Transfer, and Return from Leave of Absence, and Date Employment Began.

Form for Member Action including Signature of Certifying Officer, Telephone #, and Date Mailed.

3. DEPENDENT INFORMATION - List only eligible dependents (see instructions on reverse).

Table for Dependent Information with columns for Spouse/Civil Union/Domestic Partner, Children, Last Name, First Name, MI, Date of Birth, Gender, Social Security Number, Name of Dependent's Dentist or ID#, and Natural/Adopted/Foster/Step/Legal Ward status.

4. TYPE OF ACTIVITY

(complete only if requesting changes to existing coverage)

4a. ADDITION OF DEPENDENT

Form for Addition of Dependent including checkboxes for Marriage, Civil Union/Domestic Partner, Birth of Child, and Adoption/Guardianship.

4b. DELETION OF SPOUSE OR PARTNER

Form for Deletion of Spouse or Partner including checkboxes for Divorce, Dissolution of Civil Union, Termination of Domestic Partnership, and Death.

4c. DELETION OF CHILD

Form for Deletion of Child including checkboxes for Deletion of Child and fields for Date of Event, Child's Name, Child's SSN, and Give Reason.

4d. OTHER CHANGES

Form for Other Changes including checkboxes for Change in last name only, Change in Soc. Sec. #, Change in Birth Date, and Other - give reason.

5. EMPLOYEE CERTIFICATION - I certify that all the information supplied on this form is true to the best of my knowledge and that it is verifiable.

Text for Employee Certification including a statement of understanding and a Misrepresentation warning.

Form for Employee Certification including Employee Signature and Date Completed.

INSTRUCTIONS FOR THE NJ SHBP GROUP DENTAL PROGRAM APPLICATION

- **To change your dentist** with your DPO, contact your dental plan directly. **DO NOT COMPLETE THIS FORM JUST TO CHANGE YOUR DENTIST.**
- **To enroll** for the first time complete all sections of the application with the exception of section 6.
- **To change dental plans only** complete sections: 1, 2a and 2b (if enrolling in a DPO be sure to list the name of your dentist or his/her identification number), 3 (listing all eligible dependents), and 5.
- **To change coverage level** (adding/deleting dependents) complete sections: 1, 2a and 2b, 3 (listing all eligible dependents), 4 (listing why you are changing coverage level), and 5.
- **To add a dependent** complete sections: 1, 2a and 2b, 3 (listing all eligible dependents), 4a, and 5.
- **To terminate/decline coverage** complete sections: 1, 2a, and 5. If you are declining enrollment for yourself or any or all of your eligible dependents because of other group dental insurance coverage, you may in the future be able to enroll yourself and/or your eligible dependents in a SHBP dental plan, provided that you request enrollment within 60 days after your other group health coverage ends.

SECTION 1 - EMPLOYEE INFORMATION

This section must be completed in its entirety each time an application is submitted. The employee enrolling or enrolled in the plan completes this section.

SECTION 2 - DENTAL COVERAGE

2a. Check only one box indicating the dental plan you wish to be enrolled in. If you do not want dental coverage or wish to cancel coverage, check the box to waive coverage.

NOTE: Once you decline or cancel Medical, Prescription Drug, or Dental coverage, enrollment is not permissible until the next open enrollment period or if other coverage is lost and proof of loss is provided (HIPAA).

2b. If you are electing coverage, check the level of coverage desired.

NOTE: Once enrolled, you and your eligible dependents must remain in the plan you elect for a minimum of 12 months before you can switch plans or drop coverage.

SPOUSE: This is a person of the opposite sex to whom you are legally married. A photocopy of the *Marriage Certificate* is required for enrollment.

CIVIL UNION PARTNER: This is a person of the same sex with whom you have entered into a civil union. A photocopy of the New Jersey *Civil Union Certificate* or a valid certification from another jurisdiction that recognizes same-sex civil unions is required for enrollment. The cost of a civil union partner's coverage may be subject to federal tax (see your employer or Fact Sheet #75, *Civil Unions*, for details).

DOMESTIC PARTNER: This is a same-sex domestic partner, as defined under Chapter 246, P.L. 2003, the Domestic Partnership Act, of any State employee, State retiree, or an eligible employee or retiree of a SHBP participating local public entity if the local governing body adopts a resolution to provide Chapter 246 health benefits. A photocopy of the New Jersey *Certificate of Domestic Partnership* dated prior to February 19, 2007 or a valid certification from another jurisdiction that recognizes same-sex domestic partners is required for enrollment. The cost of same-sex domestic partner coverage may be subject to federal tax (see your employer or Fact Sheet #71, *Benefits Under the Domestic Partnership Act*, for details).

SECTION 3 - DEPENDENT INFORMATION (No employee or dependent can be covered under more than one SHBP Dental Plan.)

Only eligible dependents may be listed. Completion of this section is essential for proper enrollment. Be sure dependents listed agree with the level of coverage selected in sections 2b. List the name, date of birth, gender, and Social Security number of the family members you wish to be covered under the plan. You may list an eligible spouse, civil union partner, or same-sex domestic partner (see definitions in Section 2, above). If you have listed a child that is an adopted child, foster child, stepchild, legal ward, or has a different last name than the employee, proof of dependency is required (contact your payroll/personnel representative for an *SHBP Affidavit of Dependency* form). If you have more than 4 eligible dependent children, attach a separate application and complete Sections 1, 3, and 5. For all dependents, include the dentist's name or identification number. All dependents must have this information listed. Refer to the DPO directory for this information or call the dental plan directly.

NOTE: If you are deleting dependents, do not list them in this section. Refer to section 4b and 4c.

SECTION 4 - TYPE OF ACTIVITY

4a. If you are adding a dependent, check the appropriate box and indicate the event date.

4b. If you are deleting a dependent spouse, civil union partner, or domestic partner, check reason and indicate the event date.

4c. If you are deleting a dependent child, indicate the event date, list the child's Social Security number, and give reason.

4d. For other changes, check the appropriate box, give requested information, and attach a copy of supporting documentation if applicable.

SECTION 5 - EMPLOYEE CERTIFICATION

You must read the Employee Certification statement, **sign it, and date the application.**

Misrepresentation: Any person that knowingly provides false or misleading information is subject to criminal and civil penalties.

EMPLOYER CERTIFICATION

Must be completed by your employer before submitting the application to the SHBP. By signing this application the employer certifies that:

- 1) The employee is eligible;
- 2) The application is legible and completed in its entirety;
- 3) The employee's selected plans and coverage levels are appropriate;
- 4) The Employer Certification section is completed in its entirety; and
- 5) The information presented is true to the best of their knowledge.