Get Ready for Open Enrollment

November 5-18, 2020

If enrolling a spouse or child in the medical and dental plan for 2021 coverage, start gathering the applicable information which is required during Open Enrollment.

Step 1: Obtain the Required Documentation for each dependent.

Obtain Required Documentation for Spouse	
Spouse	• One of these documents is required each year for medical and dental coverage. ⇒ First page of your last Federal IRS 1040 tax return with spouse's name listed (sanitized, blacking out financials and all but the last 4-digits of SSNs) ∗ If filing "head of household," Employee and Spouse will be required to complete Affidavits. ⇒ If married in the current year and have not yet filed together, provide Marriage License. • A spousal eligibility questionnaire must be completed during your online enrollment. The online Questionnaire may prompt you to upload a signed Spousal Employer Verification Form (available in the online Resource Tab) to complete your medical coverage enrollment.

Obtain the Applicable Required Documentation for Dependents	
Birth Child	Birth Certificate. Provide one time.
Adopted Child	Legal adoption documentation. Provide one time.
Legal Guardianship for Child	Proof of legal guardianship or "Qualified Child Medical Support Order" (QCMSO). Provide one time unless there is a change.
Step Child	• Divorce Decree to identify primary medical coverage for dependent. Provide one time unless there is a change. • Birth Certificate. Provide one time.
Disabled Dependent	• "Disability Certification for Dependent Children" (available in the online Resource Tab). This may be required every five years. • Birth Certificate. Provide one time.

IF YOU ARE A CURRENT MEMBER WITH A USERNAME/PASSWORD, YOU CAN UPLOAD DOCUMENTATION ANYTIME.

Step 2:
    Upload your document by first scanning and saving to your computer or portable drive.
    (PDF, PNG, JPG, or BMP only)

Step 3: ♦ Log on to **https://butlerhealthplan.benelogic.com** with your district-specific UserID and Password. ♦ From the Home Page, select Upload a Document, then click Add a File. ♦ Locate your file on your computer/device, add a document description to the file name, then Save to continue.