



# Get Ready for Open Enrollment

*November 3-16, 2021*

**If enrolling a spouse or child in the medical and dental plan for 2022 coverage, start gathering the applicable information which is required during Open Enrollment.**

<b>Step 1: Obtain the Required Documentation</b>	
<b>Obtain the Required Documentation to Enroll Your Spouse</b>	
Spouse	<p><b>Each year</b>, provide the documentation for <b>medical</b> and/or <b>dental</b> coverage:</p> <ul style="list-style-type: none"> <li>• Federal Tax Return Form 1040 first page of the current year (blacking out financials and making sure name(s), filing status, and last 4-digits of SSNs show) <ul style="list-style-type: none"> <li>◆ If recently married and have not yet filed taxes together, provide Marriage Certificate</li> </ul> </li> <li>• Upon initial enrollment and each year during Open Enrollment, you will be required to verify spousal eligibility. The online system may prompt you to provide the following: <ul style="list-style-type: none"> <li>◆ Spousal Employer Verification Form - Applies to medical coverage only (available in the Employee Portal under the Resources Tab)</li> <li>◆ Coordination of Benefits (provide/update Spouse's primary insurance information)</li> </ul> </li> </ul>
<b>Obtain the Required Documentation to Enroll Your Dependent(s)</b>	
Birth Child	Upon initial enrollment, provide official Birth Certificate from Health Department
Adopted Child	Upon initial enrollment, provide legal adoption documentation
Legal Guardianship for Child	Upon initial enrollment, or if there is a change, provide proof of legal guardianship or "Qualified Child Medical Support Order"
Step Child	Upon initial enrollment, or if there is a change, provide: <ul style="list-style-type: none"> <li>◆ Official Birth Certificate from Health Department</li> <li>◆ Divorce Decree to identify primary medical coverage for dependent(s)</li> </ul>
Disabled Dependent	Upon initial enrollment, provide: <ul style="list-style-type: none"> <li>◆ Official Birth Certificate from Health Department</li> <li>◆ "Certificate of Disability" required every five years (available in the Employee Portal under the Resources Tab)</li> </ul>
<b>Step 2: Scan and save required documentation</b>	
<ul style="list-style-type: none"> <li>• Documentation must be saved to a computer for upload or a photo can be taken from a mobile device</li> <li>• Must be saved and uploaded as a PDF, PNG or JPG</li> </ul>	
<b>Step 3: Upload documents to your Employee Portal File Cabinet</b>	
<ul style="list-style-type: none"> <li>• From computer or mobile device, login at <a href="https://butlerhealthplan.benelogic.com">https://butlerhealthplan.benelogic.com</a> with your district-specific User ID and Password</li> <li>• Select <i>Upload a Document</i>, then click <i>Upload Document</i></li> <li>• Locate your file on your computer or mobile device, add a description to the file name</li> <li>• Documents are required to remain in your Employee Portal File Cabinet</li> </ul>	