



Get Ready for Open Enrollment

November 2-15, 2022

If enrolling a spouse or child in the medical and dental plan for 2023 coverage, start gathering the applicable information which is required during Open Enrollment.

Step 1: Obtain the Required Documentation	
Obtain the Required Documentation to Enroll Your Spouse	
Spouse	<p>Each year, provide the documentation for medical and/or dental coverage:</p> <ul style="list-style-type: none"> • 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"> ◊ Marriage Certificate (if recently married and have not yet filed taxes together) • 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"> ◊ Spousal Employer Verification Form - Applies to medical coverage only (available in the Employee Portal under the Resources Tab) ◊ Coordination of Benefits (provide/update Spouse's primary insurance information)
Obtain the Required Documentation to Enroll Your Dependent(s)	
Birth Child	<ul style="list-style-type: none"> • Upon initial enrollment, provide official Birth Certificate from Health Department
Adopted Child	<ul style="list-style-type: none"> • Upon initial enrollment, provide legal adoption documentation
Legal Guardianship for Child	<ul style="list-style-type: none"> • Upon initial enrollment, or if there is a change, provide proof of legal guardianship or "Qualified Child Medical Support Order"
Step Child	<ul style="list-style-type: none"> • Upon initial enrollment, or if there is a change, provide: <ul style="list-style-type: none"> ◊ Official Birth Certificate from Health Department ◊ Divorce Decree to identify primary medical coverage for dependent(s)
Impaired Dependent	<ul style="list-style-type: none"> • Upon initial enrollment, provide: <ul style="list-style-type: none"> ◊ Official Birth Certificate from Health Department ◊ "Certificate of Impairment" Periodically required as deemed necessary (available in the Employee Portal under the Resources Tab)
Step 2: Scan and save required documentation	
<ul style="list-style-type: none"> • Documentation must be saved to a computer for upload or a photo can be taken from a mobile device • Must be saved and uploaded as a PDF, PNG or JPG 	
Step 3: Upload documents to your Employee Portal File Cabinet	
<ul style="list-style-type: none"> • From computer or mobile device, login at https://butlerhealthplan.benelogic.com with your district-specific User ID and Password • Select <i>Upload a Document</i>, then click <i>Upload Document</i> • Locate your file on your computer or mobile device, add a description to the file name • Documents are required to remain in your Employee Portal File Cabinet 	
Step 4: Confirm Contact Information	
<ul style="list-style-type: none"> • Make sure your address, phone and email are correct 	