

The Newark Public Schools – Division of Human Resource Services
Benefit Services
Presents
Recertification/Open Enrollment 2008

FOR SLT II

Mandatory Recertification of Health and Fringe Benefit Coverage for all Newark Public Schools Employees
Commencing: September 15, 2008 – October 31, 2008

Recertification: Employees will be required to provide proof of eligibility which will include the following original documents for continuation of health and fringe benefit coverage for employees and their eligible dependents:

BIRTH CERTIFICATES (FOR EMPLOYEE AND EACH DEPENDENT)
SOCIAL SECURITY CARDS (FOR EMPLOYEE AND EACH DEPENDENT)
MARRIAGE LICENSE/ CIVIL UNION CERTIFICATE
DIVORCE DECREE (TO REMOVE SPOUSE OR TO ADD DEPENDENT CHILDREN)
COURT ORDERS (TO ADD DEPENDENT CHILDREN)
LEGAL GUARDIANSHIP DOCUMENTS
PROOF THAT DEPENDENT CHILDREN BETWEEN AGES 19-23 ARE FULL-TIME STUDENTS
(REQUIRED FOR VISION, DENTAL AND PRESCRIPTION COVERAGES ONLY)

Open Enrollment: Employees can:

Add dependents not previously enrolled
Drop dependents that have become ineligible (This can also be done throughout the year)
Change Health Benefits Plan (All Changes become effective January 1, 2009)

REPRESENTATIVES WILL BE STATIONED AT YOUR SCHOOL LOCATION ACCORDING TO THE FOLLOWING SCHEDULE LISTED BELOW:

TIME: 10:00AM-4:00PM EACH DAY

ACADEMY OF VOCATIONAL CAREERS	OCTOBER 22, 2008
AMERICAN HISTORY HIGH	OCTOBER 22, 2008
ARTS HIGH	OCTOBER 23, 2008
BARRINGER HIGH	OCTOBER 23, 2008
BARRINGER 9 TH GRADE ACADEMY	OCTOBER 24, 2008
CENTRAL HIGH	OCTOBER 24, 2008
EAST SIDE HIGH	OCTOBER 27, 2008
MALCOLM X SHABAZZ HIGH	OCTOBER 27, 2008
NEWARK EVENING HIGH	OCTOBER 23, 2008
NEWARK VOCATIONAL	OCTOBER 28, 2008
RENAISSANCE ACADEMY	OCTOBER 29, 2008
SCIENCE PARK HIGH	OCTOBER 29, 2008
TECHNOLOGY HIGH	OCTOBER 30, 2008
UNIVERSITY HIGH	OCTOBER 30, 2008
WEEQUAHIC HIGH	OCTOBER 31, 2008
WEST SIDE HIGH	OCTOBER 31, 2008
WEST SIDE BUSINESS AND FINANCE	OCTOBER 31, 2008