

The Newark Public Schools – Division of Human Resource Services
Benefit Services
Presents

Recertification/Open Enrollment 2008

FOR SLT III

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

AVON AVENUE	SEPTEMBER 29, 2008
BELMONT-RUNYON	SEPTEMBER 30, 2008
BRAGAW	SEPTEMBER 30, 2008
WILLIAM H. BROWN JR. ACADEMY	SEPTEMBER 30, 2008
BRUCE STREET	OCTOBER 1, 2008
GEORGE WASHINGTON CARVER	OCTOBER 1, 2008
CHANCELLOR AVENUE/CHANCELLOR ANNEX	OCTOBER 1, 2008
CLINTON AVENUE EARLY CHILDHOOD	OCTOBER 2, 2008
DAYTON STREET	OCTOBER 2, 2008
HAWTHORNE AVENUE SCHOOL	OCTOBER 2, 2008
MADISON	OCTOBER 3, 2008
MAPLE AVENUE/ANNEX	OCTOBER 3, 2008
MILLER STREET	OCTOBER 3, 2008
PESHINE AVENUE	OCTOBER 6, 2008
LOUISE A. SPENCER	OCTOBER 6, 2008