

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

Presents

Recertification/Open Enrollment 2008

FOR SLT V

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

ALEXANDER STREET	OCTOBER 15, 2008
BOYLAN STREET	OCTOBER 15, 2008
CAMDEN STREET	OCTOBER 15, 2008
CAMDEN MIDDLE	OCTOBER 16, 2008
FIFTEENTH AVENUE	OCTOBER 16, 2008
FOURTEENTH AVENUE	OCTOBER 16, 2008
IVY HILL	OCTOBER 17, 2008
JOHN F. KENNEDY	OCTOBER 17, 2008
LINCOLN	OCTOBER 17, 2008
MOUNT VERNON	OCTOBER 20, 2008
NEW JERSEY REGIONAL DAY	OCTOBER 20, 2008
SOUTH 17 TH STREET	OCTOBER 20, 2008
SPEEDWAY AVENUE	OCTOBER 21, 2008
THIRTEENTH AVENUE	OCTOBER 21, 2008
HARRIET TUBMAN	OCTOBER 21, 2008
VAILSBURG MIDDLE	OCTOBER 22, 2008