# GIC MUNICIPAL ENROLLMENT/CHANGE FORM (FORM-1MUN)





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	Insured Information		GIC-ID (usually Soc. Sec. #)				Sex Date of Birth / /					Dept. ID # or Agency/Division #			
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RE															
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	Informa	tion	/	/											
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	For Ag			employee parti			ement sy	stem?	Cł	neck one:		N	lumber of v	work hours/week:	
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												late of Event: / /			
REQUIRED						-	· ·					Return from FMLA or Military Leave			
DC		□ Dropping Dependent(s) □ Name Change					☐ Divorce/Legal Separation ☐					Death of spouse/dependent			
RE(		☐ Decline GIC health insurance coverage										Spouse's Annual Enrollment Moved out of health plan's service			
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	HEAL	TH PL	AN								Effective	e Date:	/ 01	1	
			allon Direct (HMO)   Health New England (HMO)						☐ UniCare State Indemnity/Basic						
	Health Plan														
			-	imary Choice (HN		<ul> <li>☐ Tufts Health Plan Navigator (POS)</li> <li>☐ Tufts Health Plan Spirit (HMO-type)</li> </ul>						<ul><li>☐ UniCare Community Choice (PPO-type)</li><li>☐ UniCare/PLUS (PPO-type)</li></ul>			
								Cancel Health Insurance Coverage:   Yes  No							
	Coverage Election:   Individual   Family								1 1/1				- N		
		Covera	ge Election:	□ Individual □	☐ Family			Cancel H	lealth	Insurance C	Coverage:	□ Yes	□ No		
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## MUNICIPAL ENROLLMENT/CHANGE FORM (FORM-1MUN) INSTRUCTIONS

For an overview of your GIC benefit options, see your GIC Benefit Decision Guide mass.gov/service-details benefit-decision-guides.

#### **Deadlines and Required Documentation**

- Required Documentation: To add a spouse or dependent to coverage, documentation is required. Refer to dependent information section below for details.
- **New Hire**: Completed paperwork and required documentation must be received by your GIC Coordinator no later than your 10th calendar day of regular, benefit eligible employment. If you miss the deadline, you must wait until the next Annual Enrollment period to enroll in GIC health insurance benefits.
- Annual Enrollment: Completed paperwork and required documentation must be received by your GIC Coordinator by the end of the Annual Enrollment period.
- Qualifying Status Change for Health Insurance: Municipal employees and retirees who have a qualified status change during the year can enroll in GIC health insurance or change from individual to family or family to individual coverage with proof of the family status change. Documentation of the event and the completed form must be received at the GIC within 60 days of the qualifying event. Forms received after 60 days are returned and you may re-apply during Annual Enrollment.
- Return from FMLA or Military Leave: If you voluntarily canceled GIC health insurance coverage at the beginning of your FMLA or military leave of absence, you can re-enroll in GIC health insurance coverage upon your return from leave. The enrollment form must be received at the GIC within 60 days of the return to work. Forms received after 60 days are returned and you may re-apply during Annual Enrollment.

### **Work Hours and Eligibility**

Active municipal employees must work at least 18.75 hours in a 37.5-hour workweek or 20 hours in a 40-hour workweek and must contribute to your employer's public sector retirement system. For GIC purposes, OBRA is not such a retirement system. For additional eligibility details, refer to the GIC's Regulations: mass.gov/gic-regulations.

## **Dependent Information and Required Documentation**

In order to enroll your eligible spouse, former spouse and/or dependents in GIC health insurance, you must enter their information in the spouse/dependent box and provide a copy of a marriage certificate, birth certificate or hospital announcement letter (newborns only), separation agreement, divorce decree, certificate of appointment as legal guardian, etc., for each person you list as a dependent. If covering a former spouse, also complete the former spouse information section. Failure to provide required documentation with this enrollment/change form will result in your spouse/dependent not being covered. If you are deleting a spouse or dependent under age 19, you must do so during Annual Enrollment or within 60 days of a qualifying event. Under federal health care reform, Social Security Numbers must be provided for each spouse/dependent to be covered under the health plan. For a newborn only, the Social Security Number can be provided at a later date. Please indicate the exact date of birth for each dependent. To cover a dependent age 19 to 26, you must also provide a completed Dependent Age 19 to 26 Enrollment and Change Form.

#### Form and Documentation Submission

Incomplete forms and insufficient required documentation may result in no coverage or a delayed effective date.

Active Employees: Return completed form and documentation to your GIC Coordinator.

(See over for Form-1MUN)