

**Expecting?**

**Please make note of this Newborn Limitation Notice. Please address any questions or concerns about this notice with your HR Representative.**

My employer (**does)**

offer Open Enrollment. The effective date is the first of the year.

# Dependent Enrollment Limitations



***Newborns:*** Rememberto **promptly** enroll your newborn with your HR Representative upon their birth to ensure that they are enrolled. Paperwork must be received and processed by the carrier *within the first 30 days of their date of birth***.** If they are not enrolled within this time frame, they will not be eligible to be enrolled until the next open enrollment period. It is not necessary to wait for the SS# it is not needed to process the enrollment and can be added later.

***Special Enrollments Rights****:* If you are eligible but not enrolled in your employer’s health plan, you may enroll yourself, your spouse, and your new child upon the birth, adoption, or placement for adoption of a new child. Special enrollment is available regardless of whether the employer offers open enrollment or not. To be eligible you must request special enrollment in the plan *within 30 days of the event*. Coverage is effective the date of birth, adoption or placement for adoption.

***Adoption/Judgment’s/Decrees/Etc.:*** Eligiblefor enrollment as of the effective date listed on legal documentation and the documentation should be provided to your HR representative *within 30 days of the event.*

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