



# 2018-19 Plan Year Licensed/MAPS Employee New Hire Enrollment Form

### Employer Use Only

Approved by \_\_\_\_\_

Date Approved \_\_\_\_\_

Effective Date \_\_\_\_\_

Use this form to enroll in benefits when first eligible. **Submit to your employer.**

## 1. Employee Information

Last Name		First Name		MI
Employee ID, Social Security Number, or E Number		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth (mm-dd-yyyy)
Home Phone	Work Phone		Cell Phone	
<b>May OEGB send text messages to this number? Standard text message and data rates apply.</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
Personal Email		Work Email		
Address				Apt or Space #
City		State	Zip	County
Medicare Eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you serving or did you ever serve in the military? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If "Yes," do you authorize OEGB to send your name and address to the Oregon Department of Veterans' Affairs (ODVA) for the purpose of receiving benefit information?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Ethnicity (Select One): <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic/Non-Latino <input type="checkbox"/> Refused <input type="checkbox"/> Unknown				
Race (Select at least one. If selecting more than one, circle one as primary): <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other <input type="checkbox"/> Refused <input type="checkbox"/> Unknown				

## 2. Tobacco Usage (Responses in this section are required)

In this section, OEGB is collecting tobacco usage information for you and your spouse/domestic partner (if applicable). This information will be used to determine your premium amount(s) for Optional Employee and Optional Spouse/Domestic Partner Life plans through The Standard. **You must complete this section even if you do not enroll in these plans.**

EMPLOYEE In the last 12 months (Select one):	SPOUSE/DOMESTIC PARTNER In the last 12 months (Select one):
<input type="checkbox"/> I have used tobacco products <input type="checkbox"/> I have <b>not</b> used tobacco products <input type="checkbox"/> I have never used tobacco products	<input type="checkbox"/> I do not currently have a spouse/domestic partner <input type="checkbox"/> My spouse/domestic partner has used tobacco products <input type="checkbox"/> My spouse/domestic partner has <b>not</b> used tobacco products <input type="checkbox"/> My spouse/domestic partner has never used tobacco products

## 3. Dependent Information (Attach additional sheets if necessary)

You must report to your employer's benefits administrator within 31 days after a person enrolled as your spouse, domestic partner or dependent child becomes ineligible for benefits. If you do not report this change on time, OEGB may consider that an intentional misrepresentation of a material fact, for which OEGB may terminate the family member's coverage effective the first of the month after eligibility was lost.

<b>If listing a Domestic Partner as a dependent, indicate the type of Domestic Partnership*:</b>	
<input type="checkbox"/> By OEGB Affidavit of Domestic Partnership**	<input type="checkbox"/> By Registered Certificate (Copy not required)
* Domestic partner eligibility rules may vary by employer – verify with your benefits administrator before enrolling.	
**Affidavit Information: If you are adding a domestic partner by OEGB Affidavit, you must submit the affidavit to your employer within five business days of this enrollment or the individual's coverage will not be effective. OEGB's Affidavit of Domestic Partnership can be found online at: <a href="http://www.oregon.gov/oha/OEGB/pages/Forms.aspx">http://www.oregon.gov/oha/OEGB/pages/Forms.aspx</a>	

500 Summer Street NE, E-88  
Salem, OR 97301-1063

<b>DEPENDENT A</b>				Enroll: <input type="checkbox"/> Medical <input type="checkbox"/> Vision <input type="checkbox"/> Dental			
Relationship to Employee: <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner		Child of: <input type="checkbox"/> Employee/Spouse <input type="checkbox"/> Domestic Partner		Overage Disabled Dependent of: <input type="checkbox"/> Employee/Spouse <input type="checkbox"/> Domestic Partner			
Gender <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (mm-dd-yyyy)	Social Security, HICN, or Tax ID Number:			Medicare Eligible? <input type="checkbox"/> Y <input type="checkbox"/> N		
Last Name			First Name			MI	
Address (if different from employee address)				City		State Zip	
<b>Ethnicity</b> (Select One): <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic/Latino <input type="checkbox"/> Refused <input type="checkbox"/> Unknown		<b>Race</b> (Select at least one. If selecting more than one, circle one as primary): <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> Refused <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other <input type="checkbox"/> Unknown					
<b>DEPENDENT B</b>				Enroll: <input type="checkbox"/> Medical <input type="checkbox"/> Vision <input type="checkbox"/> Dental			
Relationship to Employee: <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner		Child of: <input type="checkbox"/> Employee/Spouse <input type="checkbox"/> Domestic Partner		Overage Disabled Dependent of: <input type="checkbox"/> Employee/Spouse <input type="checkbox"/> Domestic Partner			
Gender <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (mm-dd-yyyy)	Social Security, HICN, or Tax ID Number:			Medicare Eligible? <input type="checkbox"/> Y <input type="checkbox"/> N		
Last Name			First Name			MI	
Address (if different from Employee address)				City		State Zip	
<b>Ethnicity</b> (Select One): <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic/Latino <input type="checkbox"/> Refused <input type="checkbox"/> Unknown		<b>Race</b> (Select at least one. If selecting more than one, circle one as primary): <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> Refused <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other <input type="checkbox"/> Unknown					
<b>DEPENDENT C</b>				Enroll: <input type="checkbox"/> Medical <input type="checkbox"/> Vision <input type="checkbox"/> Dental			
Relationship to Employee: <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner		Child of: <input type="checkbox"/> Employee/Spouse <input type="checkbox"/> Domestic Partner		Overage Disabled Dependent of: <input type="checkbox"/> Employee/Spouse <input type="checkbox"/> Domestic Partner			
Gender <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (mm-dd-yyyy)	Social Security, HICN, or Tax ID Number:			Medicare Eligible? <input type="checkbox"/> Y <input type="checkbox"/> N		
Last Name			First Name			MI	
Address (if different from Employee address)				City		State Zip	
<b>Ethnicity</b> (Select One): <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic/Latino <input type="checkbox"/> Refused <input type="checkbox"/> Unknown		<b>Race</b> (Select at least one. If selecting more than one, circle one as primary): <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> Refused <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other <input type="checkbox"/> Unknown					
<b>DEPENDENT D</b>				Enroll: <input type="checkbox"/> Medical <input type="checkbox"/> Vision <input type="checkbox"/> Dental			
Relationship to Employee: <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner		Child of: <input type="checkbox"/> Employee/Spouse <input type="checkbox"/> Domestic Partner		Overage Disabled Dependent of: <input type="checkbox"/> Employee/Spouse <input type="checkbox"/> Domestic Partner			
Gender <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (mm-dd-yyyy)	Social Security, HICN, or Tax ID Number:			Medicare Eligible? <input type="checkbox"/> Y <input type="checkbox"/> N		
Last Name			First Name			MI	
Address (if different from Employee address)				City		State Zip	
<b>Ethnicity</b> (Select One): <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic/Latino <input type="checkbox"/> Refused <input type="checkbox"/> Unknown		<b>Race</b> (Select at least one. If selecting more than one, circle one as primary): <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> Refused <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other <input type="checkbox"/> Unknown					

**4. Healthcare Plan Selections**

**MEDICAL**

**Medical Plan Selection:**

If selecting a Moda Medical CCM Synergy Plan, prior to the coverage start date you must contact Moda Health to select a Medical Home Provider for each covered dependent. A list of Medical Home Providers can be found at: <https://www.modahealth.com/ProviderSearch/faces/webpages/home.xhtml>

<input type="checkbox"/> Moda Connexus PPO – Birch	<input type="checkbox"/> Moda Connexus PPO – Cedar	<input type="checkbox"/> Moda Connexus PPO – Dogwood
<input type="checkbox"/> Moda Synergy CCM – Birch	<input type="checkbox"/> Moda Synergy CCM – Cedar	<input type="checkbox"/> Moda Synergy CCM – Dogwood
<input type="checkbox"/> WAIVE      Select this option if you do NOT want to participate in 4J health insurance coverage for 2018-19.		

**VISION**

**Vision Plan Selection:**    VSP Choice Plus

Mandatory enrollment with a medical plan. Cannot elect vision without enrolling in medical.

**DENTAL**

**Dental Plan Selection:**

- |  |   |
|--|---|
| <input type="checkbox"/> Delta Dental Plan 5 | <input type="checkbox"/> Delta Dental Plan 6 – No orthodontia |
| <input type="checkbox"/> Willamette Dental   | <input type="checkbox"/> WAIVE Dental Coverage                |

**DENTAL LATE ENROLLMENT PENALTY**

I understand if I **decline dental coverage** when initially eligible or allow coverage to lapse, then choose to enroll at a future Open Enrollment period, any enrolled dependents and I will be subject to a 12-month waiting period, meaning only diagnostic and preventive care (cleanings, x-rays, and exams) will be covered for the first 12 months of dental coverage.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**6. Optional Life Insurance** (Employee paid voluntary payroll deduction plans.)

As a newly eligible employee for your first time enrollment, the Optional Employee Life has a guarantee issue\* enrollment amount of up to \$100,000 and Optional Spouse/Domestic Partner Life has a guarantee issue\* enrollment amount of up to \$30,000 without needing to submit a medical history\*\* to The Standard Insurance Company underwriting for approval.

You can find a link to the Medical History Statement on the OEBC website at:

<http://www.oregon.gov/oha/OEBC/Pages/Forms.aspx>

\* Guarantee issue, medical history is not required. If initial request is made with a QSC, guarantee issue amount is applicable.  
\*\* You are required to submit a medical history statement on any coverage amount that is not guarantee issue.

**Employee Optional Life Insurance**                       Enroll     Change Enrollment     Decline Coverage

Total Requested Amount    \$ \_\_\_\_\_ (\$500,000 maximum)

**Spouse/Domestic Partner Optional Life Insurance**                       Enroll     Change Enrollment     Decline Coverage

Total Requested Amount    \$ \_\_\_\_\_ (\$500,000 maximum)

Total requested amount must be equal to or less than employee optional life insurance coverage.

**Child(ren) Optional Life Insurance**                       Enroll     Change Enrollment     Decline Coverage

Total Requested Amount    \$ \_\_\_\_\_ (\$2,000 increments up to \$10,000 maximum)

Medical history is not required, you must enroll in employee optional life to enroll your child(ren) in this coverage.

## 7. Beneficiary Designation

- I elect:**  The Standard Order of Survivorship (If you have a Domestic Partner, an Affidavit\* must be on file for distribution.)  
 To designate the following as beneficiary (Attach additional sheets if necessary.)

**Total of primary percentages must = 100%**

**Total of contingent percentages must = 100%**

Name		Address			Phone		
City		State	Zip	Relationship		Primary or Contingent <input type="checkbox"/> OR <input type="checkbox"/>	Whole %
Name		Address			Phone		
City		State	Zip	Relationship		Primary or Contingent <input type="checkbox"/> OR <input type="checkbox"/>	Whole %

To change, remove or add beneficiaries, log into your MyOEBB account at MyOEBB.org

\*Affidavit Information: OEBB's Affidavit of Domestic Partnership can be found online at:

<http://www.oregon.gov/oha/OEBB/pages/Forms.aspx>

## 8. Employee Signature and Authorization

I declare the dependents listed above and I am eligible for the coverages requested per OEBB Administrative Rule (OAR)-Division 10. I have read and understand OAR-Division 10 concerning Definitions and can find this OAR at

[http://arcweb.sos.state.or.us/pages/rules/oars\\_100/oar\\_111/111\\_010.html](http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_111/111_010.html)

I have read and understand OAR-Division 80, Sections 111-080-0040, 111-080-0045 and 111-080-0050 concerning Eligibility and Policy Term Violations and can find this OAR at

[http://arcweb.sos.state.or.us/pages/rules/oars\\_100/oar\\_111/111\\_080.html](http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_111/111_080.html)

I understand I have 31 days to notify my employer of a Qualified Status Change (QSC) which affects eligibility. I have read and understand OAR-Division 40 concerning Enrollment and can find this OAR at

[http://arcweb.sos.state.or.us/pages/rules/oars\\_100/oar\\_111/111\\_040.html](http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_111/111_040.html)

I understand the benefit elections I make are in effect for as long as I continue to meet OEBB's eligibility requirements, or until I elect to change them subject to the provisions of OEBB's plan. I understand I cannot alter my plan selections during the plan year unless I have a QSC; then I am subject to the restrictions of the OEBB QSC's. I have reviewed and understand the Qualified Status Change (QSC) Matrix and can find the matrix at

<http://www.oregon.gov/oha/OEBB/Pages/QSC-Matrix.aspx>

I have read the benefit materials and I understand the limitations and qualifications of the OEBB benefits program. If necessary, I authorize premium payments deducted from my pay, unless I self-pay premiums. If I self-pay the premiums, I agree to submit monthly payments by the date specified, or my coverage will terminate; I will not be able to reinstate coverage until the next open enrollment period or may lose OEBB eligibility altogether.

A person who knowingly makes a false statement in connection with an application for any benefit may be subject to imprisonment and fines. Additionally, knowingly making a false statement may subject a person to termination of enrollment, denial of future enrollment, or civil damages.

This election supersedes all elections and submissions I previously made for OEBB coverage. I hereby declare that the above statements are true to the best of my knowledge and belief, and I understand that they are subject to penalty for perjury.

Employee Signature

Date

**Submit the completed form to your employer.**

**Do not submit this form to OEBB.**

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Salem, OR 97301-1063

Phone: 888-469-6322 Fax: 503-378-5832