

March 1, 2020

ANNOUNCEMENT TO ALL ADJUNCT FACULTY MEMBERS
Adjunct Faculty Medical Benefits Program
Enrollment Period: March 1 to March 31, 2020

You may be eligible for a partial payment of a medical benefit premium for yourself, your spouse or registered domestic partner and dependent children. This program is part of the benefit package negotiated between the District and the All Faculty Association and may be subject to change and/or cancellation.

The Enrollment Period to enroll in this benefit is from March 1 to March 31, 2020. Whether you wish to enroll for the first time or continue your existing coverage, you must enroll or re-enroll by March 31, 2020.

The dates of coverage will be April 1, 2020 to September 30, 2020.

The enclosed materials are provided for you to determine your eligibility to receive this benefit. If you are eligible, please read the enclosed materials carefully and return the documents listed below to Human Resources by March 31, 2020:

If you are enrolling in the program for the first time:

You must meet the eligibility criteria as listed on the Declaration of Eligibility Form and submit the documents below to Human Resources by March 31, 2020:

- [Declaration of Eligibility Form](#)
- [Medical Plan Selection Request Form](#)
- [Verification of Teaching Load Form](#) (if you have less than a 20% load at SRJC)
- Medical Plan Enrollment Form ([Kaiser](#) or [Blue Shield](#) form) and dependent documentation per below:

To enroll a spouse:

- Copy of Marriage Certificate
- Copy of page 1 of your 1040 Federal Tax Return that shows Married filing status

To enroll a domestic partner:

- Copy of the State of California Certificate of Registration of Domestic Partnership
- Copy of page 1 of both partner's 1040 Federal Tax Returns

To enroll a child:

- Copy of birth certificates for children up to age 26
- OR, if child is adopted or you are the legal guardian: legal adoption documentation or legal court documentation establishing guardianship

If you are continuing in the program:

You must meet the eligibility criteria as listed on the Declaration of Eligibility Form and submit the documents below to Human Resources by March 31, 2020:

- [Declaration of Eligibility Form](#)
- [Medical Plan Selection Request Form](#)
- [Verification of Teaching Load Form](#) (*if you have less than a 20% load at SRJC*)

Once your eligibility has been confirmed by Human Resources, you will be notified of your benefit status by email confirmation.

If you have questions, please contact Christie Colón in the Human Resources Department at 707-527-4304 or ccolon@santarosa.edu.