



**INSTRUCTIONS FOR THE STATE HEALTH BENEFITS PROGRAM CWA  
RETIREE HEALTH BENEFIT ENROLLMENT and/or CHANGE FORM FOR NON-MEDICARE ENROLLEES**

**SECTION 1 – MEMBER INFORMATION** – Complete entire section. Indicate Marital Status as follows: **S** (Single), **M** (Married), **CU** (Civil Union), **DP** (Domestic Partner), **D** (Divorced), **W** (Widowed)

**SECTION 2 – REASON FOR APPLICATION** (*check one*) New Retiree, Medical Plan Change, Enrolling in Medical (*Previously Waived*), Adding Dependents, Deleting Dependents, or Survivor Enrollment.

**SECTION 3 – DATE OF RETIREMENT, FORMER EMPLOYER NAME** and indicate if you were a part-time employee when you retired.

**SECTION 4 – LEVEL OF COVERAGE** – Indicate by checking the appropriate box.

**SECTION 5 – LEVEL OF MEDICARE COVERAGE** – Indicate whether your spouse/partner and/or child are enrolled in Medicare Parts A and B by checking the appropriate box. Anyone eligible for Medicare (age 65 or older or in receipt of Social Security Disability benefit(s) for at least 24 months) must be enrolled under both Medicare Part A (Hospital) and Part B (Medical) in order to continue coverage under this program. If enrolled, a photocopy of the Medicare card must be submitted with this application.

**SECTION 6 – HEALTH PLAN** – Check one box only. The Health Benefits *Medical Plan Design Charts* provide you with all available options. Retirees who wish to enroll in a High Deductible Health Plan (HDHP) must complete a *Health Savings Account (HSA)* form. Charts, applications, and forms can be found on our website at [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions)

**SECTION 7 – DEPENDENT INFORMATION** – List all eligible dependents and attach dependent documentation proof (see attached). If proper documentation has already been provided and approved, do not resubmit. If appropriate dependent documentation proof is not provided, dependents may not be enrolled. Ensure your dependents match your level of coverage. Your child(ren) may be covered until the end of the calendar year they turn 26. Any dependents not listed will not be covered.

**SECTION 8 – MEMBER SIGNATURE** – Read, sign, date, and attach required dependent documentation. If additional sheets are submitted with the application, check box indicating such.

**MISREPRESENTATION:** Any person that knowingly provides false or misleading information is subject to criminal and civil penalties.

**MAIL COMPLETED APPLICATION TO:**

**New Jersey Division of Pensions & Benefits  
Health Benefits Bureau  
P.O. Box 299  
Trenton, NJ 08625-0299**



HR-1045-0120



State Health Benefits Program (SHBP) • School Employees' Health Benefits Program (SEHBP)  
**REQUIRED DOCUMENTATION FOR DEPENDENT ELIGIBILITY AND ENROLLMENT**

The State Health Benefits Program (SHBP) and School Employees' Health Benefits Program (SEHBP) are required to ensure that only employees, retirees, and eligible dependents are receiving health care coverage under the Programs. The New Jersey Division of Pensions & Benefits (NJDPB) must guarantee consistent application of eligibility requirements within the plans. Employees or retirees who enroll dependents for coverage (spouses, civil union partners, domestic partners, children, disabled and/or overage children continuing coverage) **MUST** submit the following documentation in addition to the appropriate health benefits enrollment or change of status application. If proper documentation has already been provided and approved, do not resubmit. If appropriate dependent documentation proof is not provided, dependents may not be enrolled. **ANY DEPENDENTS NOT LISTED ON THE APPLICATION WILL NOT BE COVERED.**

DEPENDENTS	ELIGIBILITY DEFINITION	DOCUMENTATION REQUIRED
<b>SPOUSE</b>	A person to whom you are legally married.	A copy of the marriage certificate <b>and</b> a copy of the front page of the employee/retiree's federal tax return* (Form 1040) from last year that includes the spouse. If filing separately, submit a copy of both spouses' tax returns that list the same address. If marriage occurred in the current calendar year, a copy of the tax return is not required. <b>Or</b> , if tax return is not available, provide a copy of a bank statement or bill (dated within 90 day of the application) that includes the names of both spouses and is received at the same address.
<b>CIVIL UNION PARTNER</b>	A person of the same sex with whom you have entered into a civil union.	A copy of the marriage certificate <b>and</b> a copy of the front page of the employee/retiree's federal tax return* (Form 1040) from last year that includes the partner. If filing separately, submit a copy of both partners' tax returns that list the same address. If marriage occurred in the current calendar year, a copy of the tax return is not required. <b>Or</b> , if tax return is not available, provide a copy of a bank statement or bill (dated within 90 day of the application) that includes the names of both partners and is received at the same address.
<b>DOMESTIC PARTNER</b>	A person of the same sex with whom you have entered into a domestic partnership. Under P.L. 2003, c. 246, the Domestic Partnership Act, health benefits coverage is available to domestic partners of State employees, State retirees, or employees or retirees of a SHBP - or SEHBP - participating local public entity that has adopted a resolution to provide Chapter 246 health benefits.	A copy of the New Jersey certificate of domestic partnership dated prior to February 19, 2007, or a valid certification from another State or foreign jurisdiction that recognizes same-sex domestic partners <b>and</b> a copy of the front page of the employee/retiree's N.J. tax return* from last year that includes the partner. If filing separately, submit a copy of both partners' NJ tax returns that list the same address. If Domestic Partnership occurred in the current calendar year, a copy of the tax return is not required. <b>Or</b> , if tax return is not available, provide a copy of a bank statement or bill (dated within 90 days of the application) that includes the names of both partners and is received at the same address.
<b>CHILDREN</b>	A subscriber's child until age 26, regardless of the child's marital, student, or financial dependency status – even if the young adult no longer lives with his or her parents.  This includes a stepchild, foster child, legally adopted child, or any child in a guardian-ward relationship upon submitting required supporting documentation.	<b>Natural or Adopted Child</b> – A copy of the child's birth certificate showing the name of the employee/retiree as a parent. <b>Step Child</b> – A copy of the child's birth certificate showing the name of the employee/retiree's spouse or partner as a parent <b>and</b> a copy of the marriage/partnership certificate showing the names of the employee/retiree and spouse/partner. <b>Legal Guardian, Grandchild, or Foster Child</b> – Copies of final court orders with the presiding judge's signature and seal. Documents must attest to the legal guardianship by the employee.
<b>DEPENDENT CHILDREN WITH DISABILITIES</b>	If a covered child is not capable of self-support when he or she reaches age 26 due to mental illness or incapacity, or a physical disability, the child may be eligible for a continuance of coverage. Coverage for children with disabilities may continue only while (1) you are covered through the SHBP/SEHBP; (2) the child continues to be disabled; (3) the child is unmarried or does not enter into a civil union or domestic partnership; and (4) the child remains substantially dependent on you for support and maintenance. You may be contacted periodically to verify that the child remains eligible for coverage.	Documentation for the appropriate "child" type (as noted above) <b>and</b> a copy of the front page of the employee/retiree's federal tax return* (Form 1040) from last year that includes the child. If Social Security disability has been awarded, or is currently pending, please include this information with the documentation that is submitted. Please note that this information is only verifying the child's eligibility as a dependent. The disability status of the child is determined through a separate process.
<b>CONTINUED COVERAGE FOR OVERAGE CHILDREN</b>	Certain children over age 26 may be eligible for continued coverage until age 31 under the provisions of P.L. 2005, c. 375. This includes a child by blood or law who: (1) is under the age of 31; (2) is unmarried or not a partner in a civil union or domestic partnership; (3) has no dependent(s) of his or her own; (4) is a resident of New Jersey or is a student at an accredited public or private institution of higher education, with at least 15 credit hours; and (5) is not provided coverage as a subscriber, insured, enrollee, or covered person under a group or individual health benefits plan, church plan, or entitled to benefits under Medicare.	Documentation for the appropriate "child" type (as noted above), <b>and</b> a copy of the front page of the child's federal tax return* (Form 1040) from last year, and if the child resides outside of the State of New Jersey, documentation of full time student status must be submitted.

\*You may black out all financial information and all but the last four digits of any Social Security numbers on tax returns. To obtain copies of the documents listed above, contact the office of the town clerk in the city of the birth, marriage, etc., or visit these websites: [www.vitalrec.com](http://www.vitalrec.com) or [www.studentclearinghouse.org](http://www.studentclearinghouse.org)  
 Residents of New Jersey can obtain records from the State Bureau of Vital Statistics and Registration website: [www.nj.gov/health/vital/index.shtml](http://www.nj.gov/health/vital/index.shtml)