

HEALTH CARE INSURANCE

SOURCE: OHIO REVISED CODE 124.81& OCSEA/AFSCME BARGAINING UNIT AGREEMENT ARTICLE 20 & DEPARTMENT OF ADMINISTRATIVE SERVICES STATE OF OHIO EMPLOYEE BENEFITS HANDBOOK

CONTACT: OFFICE OF EMPLOYEE SERVICES

Health Care Insurance:

1. Health care coverage is offered to all permanent employees.
2. Within 31 days of employment or during predetermined periods of open enrollment, employees may choose or change a qualified health plan.
3. To enroll or change health care coverage, employees must complete, sign, and return an Enrollment Form to the Office of Employee Services (OES). The forms are available online at [DAS/HRD Downloadable Forms](#) or from OES and district administrators.

Changing Health Care Coverage During the Year:

4. Employees may add dependents or change health care coverage from single to family during the year if they request changes within 31 days of date of event.
 - after marriage. Effective date is the first day of the month following the date the Enrollment Form is signed.
 - birth of a child. Effective date will be the first day of the month the child is born.
 - after adoption or legal guardianship of a child. After the child has been placed in the home, effective date will be the first day of that month, whether or not the adoption has become final.
 - after loss of coverage through your spouse because
 - (1) spouse loses employment,
 - (2) spouse dies,
 - (3) final divorce or dissolution
 - after return from an authorized leave of absence.
5. Employees may drop dependents or change from family to single coverage any time.
6. When both husband and wife are State of Ohio employees, they may make the following changes at any time:
 - two singles to one family
 - family coverage in one name to family coverage in the other
 - one family to two singles

Dependents:

7. The following are eligible for enrollment as dependents:

- current legal spouse
- unmarried children up to age 19
- unmarried dependent children up to age 23 who are attending an accredited school and are primarily dependent upon employees for maintenance and support.
- children of divorced or separated parents not residing with employees but who are required by law to be supported by employees
- unmarried children of any age who are incapable of self-support due to mental retardation or a physical handicap, whose disability began before age 23 and who are principally dependent on employees. When there is an unsuccessful attempt at independent living, a child covered pursuant to this provision will be re-enrolled for coverage, provided application is made within five years following the loss of coverage.

11/06