

The New York State Department of Civil Service requires that in order to obtain Health Insurance and/or MC Benefits coverage, the following documentation must be provided at the time of enrollment:

Member: Copy of birth certificate and social security card.

Spouse: Copy of marriage certificate, birth certificate and social security card.
For marriages that took place more than one year ago, proof of current joint ownership/joint financial obligation, such as a copy of prior year's tax return, is also required. If tax document is not provided, a current joint bank statement, mortgage statement or homeowners policy may be provided.

Natural or Adopted child: Copy of child's birth certificate and social security card.

Stepchild: Copy of child's birth certificate, social security card.

Domestic Partner: Application for health benefits for domestic partner, appropriate documentation (see application), birth certificate and social security card.

Other Dependent Children: Legal documentation establishing enrollee as legal guardian along with a Statement of Dependence form (PS-457), birth certificate and social security card.

Dependent student (Full-time students Over age 19): For coverage under NYSHIP, no documentation is necessary. MC employees requesting MC Dental and Vision coverage should submit documentation from college/university stating that dependent is a full-time student.

*****NOTES*****

The New York State Department of Civil Service will not allow dependents to be enrolled for coverage until satisfactory proof of eligibility is submitted.

Benefits will only accept birth certificates which denote the names of the child's parents.

When Coverage Begins

Health Insurance - If you are a new employee eligible for coverage, and you enroll within 42 days of employment, your coverage will begin on your 43rd day of employment. If you enroll later than the 42nd day of employment, your coverage will begin on the first day of the fifth payroll period after you apply for coverage.

CSEA Dental and Optical - New employees become eligible for coverage after completing 28 days of continuous service. There is a six-month waiting period for major dental services.

MC Vision and Aetna Life Insurance - New employees become eligible for coverage the first of the month following 28 days of continuous employment.

MC Dental - New employees become eligible for coverage the first of the month following the completion of six months of continuous employment.