



KERN HIGH SCHOOL DISTRICT PERSONNEL DIVISION

5801 Sundale Avenue * Bakersfield * California * 93309-2924 * (661) 827-3162 * (661) 827-3311

William R. Jones
Assistant Superintendent, Personnel

June 1, 2010

NEW Effective October 1, 2007 – District's Responsibility: **SISC will require the following documentation to be submitted with all enrollments:**

- **A copy of the Marriage Certificate will be required for all new spouses of current employees and at the time of hire for spouses of new employees.**
- **A copy of the Declaration of Domestic Partnership filed with the state will be required for all new domestic partners of current employees and at the time of hire for domestic partners of new employees.**

NEW Effective August 1, 2007 – District's Responsibility: **SISC will require the following documentation to be submitted with all enrollments:**

- **A copy of the Birth Certificate [OR] hospital document with birth information will be required for all dependent children.**
- **A current employee needs to contact the Insurance Office immediately to add a newborn. It takes approximately 2 weeks to have the information entered into the system. The deadline is (45 days after the birth) to submit the necessary documents.**

NEW Effective June 1, 2010 – District's Responsibility: **SISC will require the following documentation to be submitted with all enrollments for dependents 19 - 25**

- **A copy of the Birth Certificate**

The application enrollment form will not be processed until a copy of the appropriate document(s) is submitted.

For those employees removing a spouse or a domestic partner they must provide a copy of (1) of the following documents:

1. Spouse – Dissolution of Marriage
2. Domestic Partner – Affidavit of Termination of Domestic Partnership.

District Contact: Deanna Haulman (661)827-3162, Ext. 53162 or Virgie Bloodworth (661)827-3164, Ext. 53164

Shared Insurance Folder
Folder: Health Medical

A dependent cannot remain on the employee's coverage if:

- 1. If the dependent has access to health coverage through a job, regardless of the cost or type of coverage.**
- 2. Active military duty.**
- 3. If the dependent has private insurance coverage, not through work; it must be cancelled. A termination of coverage letter must be no more than 30-days old. A copy of the letter, the birth certificate and the SISC change form must be turned in to the Kern High School District Insurance Office.**

Required Documents to add and Overage Eligible Dependent:

- 1. A copy of the Birth Certificate.**
- 2. The SISC Membership Change Form.**
- 3. The effective date of coverage is the first of the month after the forms are received.**
- 4. There is a special enrollment period from June 2010 through September 2010.**
- 5. The SISC form must be original and both forms must be received at the same time.**

After the special enrollment period:

- 1. Re-enrollment will be open each September.**
- 2. Effective October 1st.**
- 3. There are exceptions during the calendar year, contact the Kern High School District Insurance Office for information regarding special enrollment circumstances.**

Shared Insurance Folders

Folder: Add or Removal of Dependent & Name Change

File: 1.4A OAD Requirements for Eligibility