

Adding Your Child to Your Coverage

1 WHAT IS REQUIRED?

In order to add your child to your insurance, please verify their eligibility through one of the following:



A birth verification certificate provided by the hospital if the birth of child is within 12 months of enrollment.



An official birth certificate with the state seal visible at the bottom.



For adopted children:
A court order, signed by a judge, confirming the foster/adoption.

Please complete the entire enrollment process within **31 days of the qualifying life event**.

2 ENROLLMENT FORM

Once you have your eligibility document in hand, you then must complete an Enrollment Form. You can obtain the form by either:



Routing to the electronic Enrollment Form directly through the CUSD **website**.



OR



Calling the CUSD Benefits Department directly at **559-327-9125** to have the form emailed to you.

Submit your enrollment form with your eligibility document attached directly to the Benefits Department. All electronic forms are completed through InformedK12.

3 DOCUMENT VERIFICATION

Once the Benefits Department receives your Enrollment Form with the eligibility document attached, a representative from the Benefits Department will contact you via phone to set up an appointment at our office to verify the eligibility document in person.



District Office East
1450 Herndon Ave
Clovis, CA 93611

The appointment can occur any time within 31 days of the qualifying event. When coming to the appointment, please bring your eligibility document for verification. Once verification is completed, your dependent child will be added to your plan.

4 EFFECTIVE DATE OF COVERAGE

Your child's coverage is effective the date of their birth and/or the official date of their adoption.



Please allow **10-15 business days** for your child to show up as active in all the carrier systems.

If you do not have your child's Social Security Number during the document verification process, please provide it to us over the phone at **559-327-9125** once it's received.

Once the Social Security Number is provided, the enrollment process for your child is complete and no further action is required.

Examples of Qualifying Events:

Birth, Adoption, Marriage, Divorce, Death, Loss of Group Health Insurance

