

# Adding Your Spouse to Your Coverage

## 1 LEGAL MARRIAGE WHAT IS REQUIRED?

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

### FOR THOSE MARRIED LESS THAN 12 MONTHS:



Official marriage certificate with the state seal visible at the bottom issued from the county office.

### FOR THOSE MARRIED MORE THAN 12 MONTHS:



Page 1 of the current year's IRS 1040 tax form with a filing status of either Married Filing Joint or Married Filing Separate.

OR

## 1 REGISTERED DOMESTIC PARTNERSHIP (RDP) WHAT IS REQUIRED?

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

### FOR THOSE IN A RDP FOR LESS THAN 12 MONTHS:



Official RDP paperwork complete with the notarized acknowledgement of the partnership.

### FOR THOSE IN A RDP FOR MORE THAN 12 MONTHS:



Page 1 of the current year's IRS 540 CA Resident Income Tax form with a filing status of either Married Filing Joint or Married Filing Separate.

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

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## 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 form with your eligibility document attached to the Benefits Department. All electronic forms are through InformedK12.

## 3 DOCUMENT VERIFICATION

Once your form is received with the eligibility document attached, a Benefits representative will contact you by phone to schedule an appointment at our office to verify the document in person.



District Office East  
1450 Herndon Ave  
Clovis, CA 93611

Your appointment can occur any time **within 31 days of the qualifying event**. Once verification is completed, your spouse/partner will be added to your plan.

## 4 EFFECTIVE DATE OF COVERAGE AND YEARLY RE- VERIFICATION OF ELIGIBILITY

Coverage for your spouse/partner is effective **the first of the month following the date of the event**.



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

### YEARLY RE-VERIFICATION OF SPOUSAL ELIGIBILITY DURING OPEN ENROLLMENT:

You will re-verify your spouse/partner every year during Open Enrollment through the appropriate tax form. More details will be provided during the Open Enrollment period.

### Examples of Qualifying Events:

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

