



County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501

HEALTH INSURANCE APPOINTMENT CHECKLIST

Be Prepared

Before you call to make your appointment, you will need to choose the plan which is right for you and your dependents. To review the available plans, go to <https://humboldt.gov/2492/Benefits> and <https://www.calpers.ca.gov/page/active-members/health-benefits>. Once you have chosen your plan, please call Risk Management at 707-268-3669 and have the following information available:

- ✓ Name of plan you have chosen.
- ✓ Legal names, dates of birth and social security numbers for all eligible dependents you wish to enroll.

Documents Needed to Enroll Dependents at Your Enrollment Appointment

The following documents are required for enrollment of dependents:

- ✓ **Spouse** – copy of certified marriage certificate.
- ✓ **Registered Domestic Partner** – copy of Secretary of State Registration.
- ✓ **Children** – copy of certified birth certificate, any legal custody documents (speak with Risk Management when you make your appointment for specifics).

Opt Out

The documents required to receive the Opt Out differential can vary by individual circumstance. Please call Risk Management at 707-268-3669 to discuss your coverage and the documents required. In general, requirements include:

- ✓ Proof of current group coverage to certify that you and your eligible tax dependents are covered.
- ✓ Proof will include name of each covered individual, effective date of coverage and contact phone number for the insurance plan or employer which provides the coverage.
- ✓ Proof of coverage can be a letter from the HR department of the employer which provides coverage, or a certificate of coverage from the insurance company—talk to Risk Management prior to your appointment for specifics.