

To enroll in the **Washoe County School District's Benefit Plan**, please complete the following process:

- **Attend an Orientation or Watch the Health Benefits Video** at: www.washoschools.net/risk
- **Complete the Enrollment Form and Group Life Insurance Beneficiary Form.** If these forms are not completed and returned to the Risk Management Office within 90 days of your eligibility date:
 - You will not be enrolled until the 1st of the month following receipt of your completed paperwork in Risk Management.
 - You will not be able to add dependents until the next OPEN ENROLLMENT UNLESS YOU HAVE A QUALIFYING EVENT. Changes made during open enrollment take effect January 1st of the next calendar year.
- **If you are adding dependents**, please provide the appropriate dependent documentation for eligibility verification. The following documentation can be used: Marriage certificate, Declaration of Domestic Partner certificate, Birth Certificate, Court-ordered documentation, or the front page of your latest federal tax return.

YOU MUST RETURN YOUR COMPLETED FORMS WITHIN 90 DAYS FROM YOUR BENEFIT ELIGIBILITY DATE. If you have any questions, please contact Risk Management Department at (775)348-0343.

In order to ensure that coverage is available on the 91st day, please have the completed forms returned to Risk Management within 60 days.

I acknowledge that I have read and understand the information outlined above and that I have received a copy of my benefit package to be completed and returned to the Risk Management Department within 90 days from the date I entered a benefited position.

Printed Name

Signature

Date

White Copy – Risk Management

Yellow Copy - Employee