

Employee Enrollment for Group Health Insurance

Menonite Educators Benefit Plan

This enrollment form is for self-funded coverage provided by your employer. The Menonite Educators Benefit Plan does not include a pre-existing conditions waiting period requirement.

1. MEBP employer _____
2. Location _____
city state
3. Employee _____
first middle last
4. Social Security number _____
5. First day of work _____
6. Number of hours worked per week _____

To waive coverage

To waive coverage, this section must be completed and signed.

7. I waive health coverage for
 myself my spouse my dependents
8. I (we) have other creditable health coverage through
 a group health plan
 health insurance coverage, such as individual coverage
 Part A or Part B of Title XVIII of the Social Security Act
 Title XIX of the Social Security Act, other than coverage consisting solely of benefits under Section 1928
 Chapter 55 of Title 10, United States Code
 a medical care program of the Indian Health Service or of a tribal organization
 a state health benefits risk pool
 a health plan offered under Chapter 89 of Title 5, United States Code
 a public health plan established or maintained by a state, the U.S. government, or a foreign country
 a health benefit plan under Section 5(e) of the Peace Corps Act (22 U.S.C. 2504(e))
 Title XXI of the Social Security Act (State Children's Health Insurance Program)

9. Are all family members on the same plan? yes no
If **no**, please explain.

Having waived coverage, I understand I have the opportunity to enroll myself or my dependents later if I (we) lose other creditable coverage due to certain qualifying events which are outlined in the attached notice. I further understand that I (we) must enroll in the plan within the 30-day special enrollment period that immediately follows a qualifying event. If I (we) do not enroll within the 30-day special enrollment period, I (we) will be considered a late enrollee(s)*.

Signature _____

Date _____

**Late enrollees are eligible to enroll only during the annual open enrollment period of April 15 to May 15.*

To enroll in coverage

10. I request health coverage for
 myself my spouse my dependents
11. Employee's address _____
street
city state ZIP code
12. Telephone number: Daytime (_____) _____
Home (if different) (_____) _____
13. Birth date _____ 14. Age _____
month day year
15. Sex M F
16. Marital status single married widowed
 separated divorced
17. Job title _____

18. Please give reason for initial enrollment.
 new hire as of _____ (date)
 change in hours as of _____ (date)
 loss of previous creditable coverage as of _____ (date)
 marriage, birth or adoption of child as of _____ (date)
 open enrollment
19. If you are adding family members to **an existing policy**, check the appropriate box and provide the dates requested.
 Adding spouse. Please check reason below.
 loss of previous creditable coverage as of _____ (date)
 marriage as of _____ (date)
 birth or adoption of child as of _____ (date)
 Adding new dependents
reason for adding them at this time _____
 open enrollment

Spouse and dependents (complete if to be insured)

20. Name (<i>first, middle, last</i>)	Social Security Number	Birth Date (<i>month, day, year</i>)	Sex
Spouse			
Dependent			
Dependent			
Dependent			

21. If you and the other parent of the dependents listed above are divorced or separated,
- a. who has custody of the dependents? _____
 - b. who has financial responsibility for health expenses? _____

22. If you have listed any dependents above who are ages 19 to 25, they must be unmarried, full-time college students to qualify for coverage. Please list the following information.

Name of Dependent	Current Credit Hours	Name and Address of College

Other medical insurance

23. Will anyone named on this enrollment form continue to have health coverage with another insurer after this plan goes into effect? yes (*give details below*) no
24. Will this coverage replace an existing health insurance policy for anyone named on this enrollment form? yes (*give details below*) no

Persons Covered	Name of Other Health Insurance	Is This an Employer-Provided Policy?	To Be Replaced?	Date of Replacement
		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	

Employee authorization

I authorize the deduction from my earnings of the amount required to cover my share of the contributions. I reserve the right to cancel this request in writing. I authorize all health care providers to release any necessary medical information to MMA and the claims administrator to certify medical treatment or process claims for myself, my spouse, or my dependents. I understand that MMA and the claims administrator will share this information with third parties only if necessary for precertification, managing claims, or processing claims. I am responsible to notify my employer of any changes in the above information.

Employee's signature

Date

Notice of Special Enrollment Rights

Mennonite Educators Benefit Plan

MMA Insurance Company as claims administrator has prepared this notice on behalf of your health plan.

If you or your dependents are eligible for coverage under the Mennonite Educators Benefit Plan but choose not to enroll, you may have special rights to enroll at a later time without being considered a late enrollee, as outlined below.

Termination of employer contributions and loss of eligibility for other creditable coverage

If you and/or your dependents waive coverage under this plan because you are enrolled in other creditable coverage¹, you and/or your dependents may enroll in this plan later without being considered a late enrollee if employer contributions toward the other health coverage terminate or if eligibility for the other creditable coverage is lost as a result of any of the following qualifying events:

- Termination of employment
- Involuntary termination of the other health coverage
- Reduction in the number of hours of employment
- Change in marital status such as marriage, legal separation, divorce, or death
- The other health coverage discontinues dependent coverage

You or your dependents must enroll in this plan within the 30-day special enrollment period that immediately follows the day the other creditable coverage ends (or employer contributions terminate).

When new dependents become eligible for coverage

If you choose not to enroll in this plan, you may enroll later without being considered a late enrollee at the same time a new dependent becomes eligible to be covered under the plan because of marriage, birth, or adoption. You and the new dependent must enroll in this plan within the 30-day special enrollment period that immediately follows the date the new dependent becomes eligible to enroll in the plan.

In the same way, if your spouse chooses not to enroll in this plan, he or she may enroll later without being considered a late enrollee at the same time a newborn or newly adopted child becomes eligible to be covered under the plan. Your spouse and the new dependent must enroll in this plan within the 30-day special enrollment period that immediately follows the date the new dependent becomes eligible to enroll in the plan.

Enrolling at any other time

Any eligible individual who does not enroll in this plan within his or her respective 30-day enrollment or special enrollment period will be considered a late enrollee. A late enrollee will only be eligible to enroll in the plan during the annual open enrollment period that begins April 15 and ends May 15. Coverage will begin July 1.

To request special enrollment

To request special enrollment, contact your employer's Human Resources Department.

¹ *Creditable coverage includes a group health plan; health insurance coverage, including individual coverage; Parts A or B of Title XVIII of the Social Security Act (Medicare); Title XIX of the Social Security Act, other than coverage consisting solely of benefits under section 1928; Chapter 55 of Title 10, United States Code; a medical care program of the Indian Health Service or of a tribal organization; a state health benefits risk pool; a health plan under Chapter 89 of Title 5, United States Code; a public health plan established or maintained by a state, the U.S. government, or a foreign country; a health benefit plan under Section 5(e) of the Peace Corps Act (22 U. S. C.2504(e)); or Title XXI of the Social Security Act (State Children's Health Insurance Program).*

Employee – keep this copy for your records.



MMA Insurance Company
Post Office Box 483
Goshen IN 46527

Toll-free: (800) 348-7468
Telephone: (574) 533-9511
www.mma-online.org