

PORT CHESTER TEACHERS ASSOCIATION

WELFARE TRUST FUND

***** IMPORTANT NOTICE *****

ENROLLMENT AND DEPENDENT ELIGIBILITY VERIFICATION AUDIT RESPONSE DUE BY November 1, 2020

June, 2020

Dear Member:

First and foremost, we hope you and your families are safe and healthy during these uncertain and unprecedented times.

To help ensure that the Fund records are complete and accurate, all members must complete, sign and return the enclosed Enrollment Form and Life Insurance Beneficiary Designation form, along with a copy of your marriage certificate and birth certificate(s) of dependent children (if applicable). If you have dependents between the ages of 19 and 23 and are full-time students attending an accredited educational or technical institution, make sure to fill out the Dependent Student Verification Form every semester.

Please submit the Re-Enrollment Form and supporting documentation and Life Insurance Beneficiary Designation Form on or Before **November 1, 2020** to prevent disruption in coverage.

Members who do not provide documentation for the audit by the **November 1, 2020** deadline will have their covered dependents removed from the plan.

Dependents found to be ineligible will not be offered COBRA. COBRA is offered only to eligible dependents that terminate from coverage due to a status change.

Supporting Documentation

Dependent Type	Documentation
Legal Spouse	Government Issued Marriage Certificate
Domestic Partner	Certificate of Domestic Partner Registration(On ASO website) or Notarized Affidavit of Domestic Partnership
Biological Child	Copy of Birth Certificate
Stepchild	Copy of Birth Certificate and <u>Affidavit of Dependency Form</u>
Adopted Child	Adoption Certificate or Proof of Legal Guardianship

Mail all documents to:

Administrative Services Only, Inc.
P.O. Box 9010,
Lynbrook, New York 11563-9005
(516) 396-5500 (800) 537-1238
www.asonet.com