

# City of Toppenish Personnel FAQ's

## **I am a new employee, when does my Health Insurance become effective?**

Medical insurance becomes effective the month following your official start date.

Exempt Staff and Fire: Vision & Dental insurance becomes effective the month following your official start date.

Teamsters and FOP: Vision & Dental insurance becomes effective two (2) months following having worked 40 hours.

## **I am a new employee, when will I receive my Health Insurance packet?**

Employees can expect to receive Health Insurance packets after the first premium payment is made which can sometimes be up to 30 days after your start date.

## **When can I add dependent(s) to my insurance plan?**

During open enrollment or after a qualifying event (childbirth, marriage [spouse/stepchild], loss of other coverage)

**How?** Submit a completed [AWC Combined Insurance Enrollment Form](#). Teamsters and FOP must also submit a completed [NWA Participant Data Form](#).

**Note:** You will receive a request for verification 1-2 weeks after submitting your changes, this will contain instructions on submitting your verification documents. **Do not** be submit verification docs to HR. Verification documents requested may be Government Issued Marriage Certificate and/or Government Issued Birth Certificate for the child showing your spouse as the parent.

## **When can I remove dependent(s) from my insurance plan?**

During open enrollment or after a qualifying event (Divorce or dependent obtained insurance elsewhere or from Medicare)

**How?** Submit a completed [AWC Combined Insurance Enrollment Form](#). Teamsters and FOP must also submit a Dependent Termination Form which can be obtained upon request from HR.

## **I am newly married, what changes should I report to my employer?**

You may update your name and/or add your spouse and/or stepchildren to your insurance.

**How?** Submit a [AWC Name Change Form](#) and produce a copy of your updated Driver's License for name change.

Submit a completed [AWC Combined Insurance Enrollment Form](#), Teamsters & FOP employees must also submit a completed [NWA Participant Data Form](#). Must be done within 30 days from the date of marriage.

**Note:** You will receive a request for verification 1-2 weeks after submitting your changes, this will contain instructions on submitting your verification documents. **Do not** be submit verification docs to HR. Verification documents requested may be Government Issued Marriage Certificate and/or Government Issued Birth Certificate for the child showing your spouse as the parent.

## **How do I remove an ex-spouse from my insurance?**

You will need to submit an updated [AWC Combined Insurance Enrollment Form](#) Combined Insurance Enrollment along with a copy of your divorce decree.

## **Who do I contact for questions regarding my Health Insurance benefits?** *Note eligibility vs. benefit details*

Medical insurance eligibility and [benefit details](#) – [Regence](#) 1-800-562-8981

Dental insurance – Delta Dental 1-800-554-1907

Exempt Staff and Fire: Vision insurance [benefit details](#) – [VSP](#) 1-800-562-8981

Teamsters and FOP: Vision & Dental insurance eligibility status – [www.nwadmin.com](#) (NWA) 1-800-458-3053

Teamsters and FOP: Vision insurance [benefits details](#) – NW Benefit Network (NBN) 1-800-732-1123

## **What is my insurance plan/group ID?**

All Employees Medical: 49400110

Teamsters and FOP Vision: Plan #12

Teamsters and FOP Dental: Delta Dental Plan A #9086

Exempt Staff and Fire Vision: VSP #07103822

Exempt Staff and Fire Dental: Delta Dental Plan B #00177

## **Which self-sponsored benefits are available to me upon separation of employment?**

An employee of the City of Toppenish who separates from employment is eligible for insurance benefits under COBRA.

For more information contact Heidi Buswell at Association of Washington Cities (AWC) at 1-800-562-8981.

See rates here: <https://wacities.org/services/employee-benefit-trust/rates/cobra-rates>