

Eligibility Requirements for Full Time Employee Benefits

An individual who meets the eligibility criteria specified below is an Eligible Employee and may apply for benefit coverage:

1. The Employee must work at least *30 hours or more* per week to be considered an eligible employee for benefit coverage.
2. If the Employee's hours should increase or decrease at any time, the employer or group administrator *must notify their customer service representative* and complete the appropriate form based on the following:
 - o **Increasing Hours:** a *Health Enrollment Application* is needed showing the date the employee became eligible as a full-time employee.
 - o **Decreasing Hours:** a *Health Change Application* is needed, deleting coverage due to a decrease in hours.

NOTE: *It is the Employer's sole responsibility to submit forms in a timely manner as these are "Special Enrollment" circumstances. Due to the time sensitive nature in which the forms must be completed and sent to the carrier (Florida Blue), all items must be submitted within 30 days of the event.*

Eligibility Requirements for Dependent(s)

An individual who meets the eligibility criteria specified below is an Eligible Dependent and may then apply for coverage:

1. The Covered Employee's spouse under a legally existing marriage;
2. The Covered Employee's natural, newborn, adopted, foster, or step child(ren) (or a child for whom the Covered Employee has been court-appointed as legal guardian or legal custodian) *who has not reached the end of the calendar year in which he or she reaches age 30* (or in the case of a foster child, is no longer eligible under the Foster Child Program). An eligible dependent child may be covered regardless of the child's student or marital status, financial dependency on the Covered Employee, whether the dependent child resides with the Covered Employee, or whether or not the child is eligible for or enrolled in any other health plan;
3. The newborn child of a Covered Dependent child. Coverage for such newborn child will automatically terminate 18 months after the birth of the newborn child;
4. Handicapped Children – in the case of a handicapped dependent child, such child is eligible to continue coverage as a Covered Dependent beyond the age of 30, if the child is:
 - a Otherwise eligible for coverage under the Group Plan;
 - b Incapable of self-sustaining employment by reason of mental retardation or physical handicap; and
 - c Chiefly dependent upon the Covered Employee for support and maintenance provided that the symptoms of causes of the child's handicap existed prior to the child's 30th birthday;
 - d This eligibility shall terminate on the last day of the month in which the dependent child no longer meets the requirements for extended eligibility as a handicapped child.

NOTE: *It is the Covered Employee's sole responsibility to establish that a child meets the applicable requirements for eligibility.*