



Rhinebeck Central School District

Towns of Rhinebeck, Clinton, Milan, Red Hook,
Hyde Park and Stanford
Dutchess County, New York

Business Office

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To: Employees of the Rhinebeck Central School District

From: Tamisha Greenhill

Re: IMPORTANT Reminder Communication to Enrolled Members – Eligibility for Health Insurance Coverage

This is an important reminder regarding the health insurance coverage provided to you and your family through Rhinebeck Central School District.

Rhinebeck Central School District delivers high-quality health insurance benefit plans to you and your dependents in the most cost-effective manner possible. It is important that all members and eligible dependents are enrolled in the Plan when they first become eligible. Our coverage with the health insurance carrier allows enrollment during the annual open enrollment period or following a qualifying event. A qualifying event is a life event change including marriage; divorce; the birth of a natural-born child; adoption or proposed adoption of a child, etc. We want to remind you to review your benefits contract to ensure your understanding of when enrollment in the Plan is allowed.

The time to enroll a new dependent occurs within 60 days of the qualifying event to ensure coverage is effective on the date of the qualifying event. A delay in notifying Tamisha Greenhill beyond the 60-day timeframe will delay enrollment in the Plan until the next open enrollment period. Adhering to this timeframe will prevent a coverage gap should you require health insurance benefits. Please contact Tamisha Greenhill and complete the needed paperwork to add your dependent on time.

Qualifying events may cause a person to become ineligible for coverage (e.g., a dependent child turns age 26; the employee and spouse become divorced; domestic partnership ends, etc.). You must notify Tamisha Greenhill immediately so that the ineligible dependent can be removed from the Plan, and you can avoid ineligible claims expenses. The 60-day timeframe noted above is also applicable when removing ineligible dependents.

We are proud to continue providing our members with quality health insurance coverage, and we appreciate your cooperation in notifying us immediately when a qualifying event occurs for you or your dependents. Please contact Tamisha Greenhill should you have questions about this communication.