

Eligibility - Members and Dependents

Eligibility requirements are the same for **all** State of Ohio employees.

Bargaining Unit members have a different dental/vision enrollment form.

Members who are actively employed can enroll in dental and vision coverage after one year of State service. If you already have one year of service, you can enroll or make changes now during this open enrollment. Coverage is not automatic. You must enroll online at myohio.gov (see page 3) or download the dental and vision enrollment form.

This form can also be downloaded from benefitstrust.org under the Forms and Info Tab. Required documentation must be provided if enrolling online or by paper.

A listing of the required documentation can be found at das.ohio.gov/eligibility.

Dependents

If you, the member, are eligible for benefits, you may cover your current legal spouse and your unmarried dependent children, including:

- biological children
- residential stepchildren
- foster children
- legally adopted children
- children for whom you have legal custody
- QMCSO (Qualified Medical Child Support Order)
- unmarried children who are incapable of self-support due to qualifying developmental disability, severe mental illness, or physical handicap, whose disability began before coverage terminated and who are primarily dependent upon you.

Eligible children under age 19 must be dependent on you for maintenance and support.

Once dependents reach age 19, coverage can be extended to age 23 if they attend an accredited

school and are primarily dependent upon the member for maintenance and support until the end of the month in which they reach age 23.

Student Coverage: Dependents 19-23

Student coverage is not automatic. You are required to submit proof of student enrollment** along with a completed Dependent Student Status Certification Form (ADM4729) when each dependent turns 19. Proof should be provided within 31 days of the 19th birthday. If the required proof is not provided, coverage ends on the last day of their birthday month. Completed documentation can be mailed to:

DAS Employee Benefits
30 East Broad Street, 40th Floor
Columbus, Ohio 43215
or faxed to HCM Benefits at
614-728-3002
email: myBenefits@das.ohio.gov

** Note: for a small fee; proof of student status may be available at studentclearinghouse.org.

No changes?

If you are not making changes to your coverage or dependents, you do not need to enroll again; however, you are responsible for making sure your coverage(s) and dependents are accurate at myohio.gov.



For adding or cancelling dependent coverage visit myohio.gov for the required documentation.

Cancelling Coverage

The member is responsible for cancelling a dependent that no longer meets the eligibility requirements or has a qualifying event change in status within 31 days.

A dependent that is cancelled may be eligible to continue coverage under COBRA (see page 4).

IMPORTANT

If you are enrolling for the first time and are covering dependents, or if you are adding new dependents during this open enrollment, you must provide the required eligibility documentation for your dependents AT THE TIME OF ENROLLMENT. A listing of the required documentation can be found at das.ohio.gov/eligibility. Coverage will not be provided for dependents until the eligibility documents are received and approved.