

# ADDING OR CANCELING DEPENDENTS AND WAIVING PROCESS



## ADDING DEPENDENTS

- BOE requires copies of marriage certificate
- BOE requires copies of birth certificates
- BOE requires copies of social security cards of all dependents
- Complete the change/ cancellation form
- Attach the necessary copies to enrollment/change form
- Send to BOE Payroll/Benefit office



## CANCELING DEPENDENTS

- Completion of the Enrollment/Change Form
- BOE requires proof of other coverage
- Attach the necessary copies to enrollment/change form



## Waiving Insurance

- BOE requires proof of other coverage (ex. Copy of ID cards and or letter from insurance company)
- Attach the necessary copies to enrollment/change form
- Send to BOE Payroll/Benefit office