

Eligibility

Who is Eligible

- Permanent employees
- Elected Officials
- Unclassified employees working 20 or more hours a week
- Legal Spouse of employee
 - Domestic Partner*
- Children under the age of 26
 - Children over the age of 26 may continue participating in the group insurance plans if they are unmarried and total and permanently disabled and not eligible for any other plan. Subject to the approval by the insurance carrier.
 - Domestic Partner Children

*A Domestic Partner is defined as a person of the same or opposite sex who lives with the employee in a long-term relationship of indefinite duration and has not been married to anyone during the previous 12 months.

What Documentation is needed for Dependent Benefit Enrollment

- Marriage Certificate for Spouse
- Birth Certificate for children
- Social Security numbers for everyone (Required by the ACA)
- Court-endorsed Order of Adoption, Guardianship, etc.

Qualifying Events

The initial enrollment period is the first 31 days after your hire date. You will be locked into the benefits you enrolled in during the initial enrollment period, until Open Enrollment in May each year. The following are Qualifying Events:

- ✓ Marriage
- ✓ Domestic Partnership
- ✓ Divorce
- ✓ Birth
- ✓ Death
- ✓ Change in Employment Status
- ✓ Loss of Coverage
- ✓ New eligibility period of Spouse/Domestic Partner's employer

If a Qualifying Event occurs, you will have 31 days from the date of the event to make any changes in your benefits. If the Loss of Coverage/gaining eligibility is through Medicaid, a 60 enrollment period is allowed.

Documentation needed for Qualifying Events

- Marriage Certificate for new spouse
- Court-endorsed Divorce Decree
- Death Certificate
- Letter of Credible Coverage
- Loss of Coverage Letter
- Proof of Birth for newborn

Domestic Partnership

The **Affidavit of Domestic Partnership** is a City form and legal document in which both employee and the domestic partner swear that they meet the following criteria:

1. Both are unmarried and have been for at least 12 months
2. Reside in the same residence for at least 12 months and intend to do so indefinitely
3. Meet the age requirements for marriage in the State of New Mexico
4. Are not related in blood to the degree prohibited in a legal marriage in the State of New Mexico
5. Are financially responsible for each other's welfare and share financial obligations

In addition to the notarized affidavit, **three** of the following documents are also required

- ❖ Joint lease/mortgage or ownership property
- ❖ Jointly owned motor vehicle
- ❖ Jointly owned bank account
- ❖ Jointly owned credit account
- ❖ Domestic Partner named as a beneficiary of the employee's life insurance
- ❖ Domestic Partner named as beneficiary of the employee's retirement benefits
- ❖ Domestic Partner names as primary beneficiary in the employee's will
- ❖ Domestic Partner assigned as power of attorney or legal designee by the employee

- ❖ Both names on a utility Bill
- ❖ Both names on an investment account