



STATE OF HAWAII
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
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May 21, 2019

PLEASE DISTRIBUTE TO EMPLOYEES

TO: Departmental Human Resource Officers
County Personnel Officers

FROM: Derek M. Mizuno, Administrator 

SUBJECT: EUTF Enrollment Tips for Employers and Employees

From time to time, EUTF will be sharing enrollment tips concerning enrollment in the EUTF plans to assist employers and/or employees.

1. Birth Certificates for All Newly Added Dependent Children (Effective July 1, 2019) *

The EUTF will require active employees and retirees to submit a copy of their child's birth certificate for all newly added dependent children.

If you are adding a dependent child for the first time through a qualifying life event (e.g., birth, new hire, or loss of coverage), please submit your EC-1 or EC-1H enrollment form with a copy of your dependent child's birth certificate to your designated personnel.

2. Social Security Number (SSN) Required for all Newly Added Dependents (Effective July 1, 2019) *

The EUTF will require active employees and retirees to include their dependent's (spouse/partner and/or child) SSN when adding for the first time through a qualifying life event (e.g., new hire, marriage, loss of coverage, or birth).

3. Required Verification Documents for Domestic Partners (Effective July 1, 2019) *

When adding a domestic partner, the EUTF will require active employees and retirees to provide documentation to show that they reside with their domestic partner (e.g., utility bill, bank statement, or rental agreement). Two sets of documents must be provided that list both you and your domestic partner's name and address or separate documents for each party with the same address. The verification documentation is in addition to the required declaration and affidavit,

along with the EC-1/EC-1H or EC-2 form. The full list of required verification documents can be found at eutf.hawaii.gov.

*The EUTF will not add new dependents to your EUTF coverage until all required proof of eligibility is received. Enrollment forms and all required documents must be received within 45 days from the date of the event. Exceptions are 1) birth (180 days), 2) retirement and surviving spouse, partner, or child who became eligible due to the death of the employee or retiree (60 days), and 3) termination of employment (30 days). Please see the EUTF Reference Guide at eutf.hawaii.gov for a listing of common qualifying events, policies regarding eligibility and enrollment, and more.

4. Reminder – EC-1/EC-1H Forms Must be Submitted to Your Personnel Office

All EC-1/EC-1H forms must be submitted to your designated personnel office for review and certification before sending the forms to the EUTF.

5. Securian Life Insurance Plan – Online Beneficiary Designation

Securian Financial (Securian), the group life insurance carrier effective July 1, 2019, has an online feature available to EUTF members. You will be able to view and change your beneficiary designation on Securian's website LifeBenefits.com. Securian will mail a letter to all active employees in late July with your user ID and initial password to get started.

If you have any questions or need assistance with your beneficiary designation, please contact Securian at 1-877-291-8466 toll-free.

6. EUTF Prescription Drug Plan – Caremark.com Registration

If you have not already done so, please register on Caremark.com to take advantage of online tools to manage your prescriptions. Go to Caremark.com, click "Register now," and enter your prescription number (Mail Rx #) or CVS member ID. Or, register using the CVS Caremark app (available for download from the App Store or Google Play).

Once registered, you will have access to all of the following online tools:

- **Easy Refill**
In addition to being able to view your prescriptions, recent orders, and scheduled refills, you can easily order refills by scanning your prescription barcode, entering your prescription number, or requesting an auto refill. (Prescriptions must be eligible for a refill.)
- **Start Mail Service**
Choosing mail order can save you money and time. Simply select "Start Mail Service," take a photo of your written prescription or prescription label, update your contact and payment information, and tap on "Start Mail Service" to submit your request.
- **View ID Card**
Your CVS member ID card is accessible at any time which can be convenient if you forget to bring your ID card with you to the doctor or pharmacy.

- Check Drug Cost

This tool allows you to check drug costs and view lower cost alternatives in real time.

Simply select “Check Drug Costs,” enter the drug name, and click “Search.”

If you have any questions, please contact CVS (1-855-801-8263 toll-free).

7. EUTF Pre-Retirement Health Benefits Workshops

Whether you plan to retire in a few months or a few years from now, sign-up for our Pre-Retirement Health Benefits Workshop and learn about EUTF retiree health benefits. Topics covered will include:

- Dependent eligibility
- Health plan options
- Medicare
- Differences between active employee and retiree plans

Schedule of EUTF Pre-Retirement Health Benefits Workshops

Date	Island	Location	Time
05/23/2019	All	Webinar †	11:00 am – 12:00 pm, 12:30 pm – 1:30 pm
06/14/2019	Oahu	EUTF Office	11:00 am – 12:00 pm, 12:30 pm – 1:30 pm
06/20/2019	All	Webinar †	11:00 am – 12:00 pm, 12:30 pm – 1:30 pm
07/12/2019	Oahu	EUTF Office	11:00 am – 12:00 pm, 12:30 pm – 1:30 pm
07/18/2019	All	Webinar †	11:00 am – 12:00 pm, 12:30 pm – 1:30 pm
08/20/2019	Oahu	EUTF Office	11:00 am – 12:00 pm, 12:30 pm – 1:30 pm
08/23/2019	All	Webinar †	11:00 am – 12:00 pm, 12:30 pm – 1:30 pm
09/13/2019	Oahu	EUTF Office	11:00 am – 12:00 pm, 12:30 pm – 1:30 pm
09/20/2019	All	Webinar †	11:00 am – 12:00 pm, 12:30 pm – 1:30 pm

To register, email eutf.outreach@hawaii.gov. Space is limited and on a first come, first served basis. Attendees must coordinate to attend the workshop on their own time.

†To access the webinar, go to eutf.hawaii.gov and select “Learning Center” in the menu bar. Click on “Webinars” and select the desired webinar.