



STATE OF HAWAII
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
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September 18, 2019

PLEASE DISTRIBUTE TO EMPLOYEES

TO: Departmental Human Resource Officers
County Personnel Officers

FROM: Derek M. Mizuno, Administrator 

SUBJECT: EUTF Enrollment Tips for Employees

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

1) Supporting Documents

The EUTF requires that all supporting documents and EC-1/EC-1H forms be received within 45 days from the date of the event, with the exception of birth (180 days), to add new dependents to your coverage. Please ensure that the supporting documents are attached to the EC-1/EC-1H form. The following are some of the common qualifying events that supporting documents are needed:

Qualifying Event	Required Supporting Documents to Add or Delete Dependents
Birth	1) Birth Certificate 2) Social Security Number listed on EC-1/EC-1H Form
Civil Union	1) Civil Union Certificate 2) Affidavit of Dependency 3) Social Security Number listed on EC-1/EC-1H Form
Domestic Partnership	1) Notarized Declaration of Domestic Partnership 2) Affidavit of Dependency 3) Acknowledgement Form 4) Proof of Shared Residence - two sets of documents (i.e., utility bill, bank statement, rental agreement, etc.) 5) Social Security Number listed on EC-1/EC-1H Form
Marriage	1) Marriage Certificate 2) Social Security Number listed on EC-1/EC-1H Form
Newly Eligible Student	1) Student Certification, if enrolling a dependent age 19 through 23 in dental and/or vision plans 2) Social Security Number listed on EC-1/EC-1H Form

EUTF's Mission: We care for the health and well being of our beneficiaries by striving to provide quality benefit plans that are affordable, reliable, and meet their changing needs. We provide informed service that is excellent, courteous, and compassionate.

Qualifying Event	Required Supporting Documents to Add or Delete Dependents
New Hire/Newly Eligible Employee	1) Birth certificate(s) if enrolling children 2) Student Certification, if enrolling a dependent age 19 through 23 in dental and/or vision plans 3) If enrolling a spouse or partner, see previously mentioned supporting documents for Civil Union, Domestic Partnership, or Marriage 4) Social Security Numbers listed on EC-1/EC-1H Form
Divorce	Pages 1 and 2 of Divorce Decree along with signature page
Termination of Domestic Partnership	Declaration of Termination of Domestic Partnership Form

For a full listing of common qualifying events, policies regarding eligibility and enrollment, and more, please see the EUTF Reference Guide at eutf.hawaii.gov.

2) EC-1/EC-1H Forms

The most current EC-1/EC-1H forms which include the Employee’s contribution effective July 1, 2019 can be found on the EUTF website at www.eutf.hawaii.gov. 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.

3) 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 now be able to view and change your beneficiary designation on Securian’s website LifeBenefits.com. This is the preferred method of updating your life beneficiary designation and is more secure. Securian mailed a letter to all active employees in late August or early September with your user ID and initial password to get started.

You may visit the Securian website at lifebenefits.com/eutf if you prefer a paper beneficiary designation form.

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

4) 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
9/20/2019	All	Webinar*	11:00 am - 12:00 pm & 12:30 - 1:30pm
10/14/2019	Kauai	Kauai War Memorial - Exhibit Hall 4191 Hardy Street, Lihue, HI 96766	3:00 - 4:00 pm
10/15/2019	Oahu	Aloha Stadium - Hospitality Room 99-500 Salt Lake Boulevard, Aiea, HI 96701	12:00 - 1:00 pm
10/16/2019	Molokai	Kualapuu Park & Community Center 1 Uwao Street, Kualapuu, HI 96757	10:30 - 11:30 am
10/21/2019	Oahu	EUTF Office 201 Merchant Street, Suite 1700, Honolulu, HI 96813	12:00 - 1:00 pm
10/22/2019	Maui	UH Maui College Kaaie Building Room 105 B/C/D 310 W. Kaahumanu Avenue, Kahului, HI 96732	1:00 - 2:00 pm
10/24/2019	Lanai	Lanai Community Center 8th Street, Lanai City, HI 96763	11:30 am - 12:30 pm
10/25/2019	Oahu	Windward Community College Hale Akoakoa, Room 101-105 45-720 Kealahala Road, Kaneohe, HI 96744	11:30 am - 12:30 pm
10/28/2019	Hawaii	West Hawaii Civic Center Council Building A - Conference Room 74-5044 Ane Keohokalole Highway, Kailua-Kona, HI 96740	10:30 - 11:30 am
10/29/2019	Oahu	Aloha Stadium - Hospitality Room 99-500 Salt Lake Boulevard, Aiea, HI 96701	12:00 - 1:00 pm
10/31/2019	Hawaii	Aunty Sally Kaleohano's Luau Hale 799 Piilani Street, Hilo, HI 96720	1:00 - 2:00 pm
11/6/2019	Oahu	EUTF Office 201 Merchant Street, Suite 1700, Honolulu, HI 96813	11:00 am - 12:00 pm & 12:30 - 1:30 pm
11/22/2019	All	Webinar*	11:00 am - 12:00 pm & 12:30 - 1:30 pm
12/6/2019	Oahu	EUTF Office 201 Merchant Street, Suite 1700, Honolulu, HI 96813	11:00 am - 12:00 pm & 12:30 - 1:30 pm
12/13/2019	All	Webinar*	11:00 am - 12:00 pm & 12:30 - 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.