



OPEN ENROLLMENT CHECKLIST

Hawaii Employer-Union Health Benefits Trust Fund (EUTF)

Making changes during open enrollment? **Documents listed below must be submitted to your department human resource office, county personnel officer or open enrollment designee in order to process your enrollment change request.** DOE employees must submit documents to: DOE – EBU, PO Box 2360, Honolulu, HI 96804.

2020-21 EC-1 Enrollment Form (or EC-1H for those enrolled in HSTA VB plans)

If this is your first time enrolling dependents in EUTF plans, please submit the following proof documents.

Enrollment Type	Required Proof Documents
ADDING A SPOUSE/PARTNER	<input type="checkbox"/> Copy of Marriage Certificate <input type="checkbox"/> Domestic partnership: Notarized Declaration of Domestic Partnership, Affidavit of Dependency & Acknowledgement, and two sets of documents (available at eutf.hawaii.gov)
ADDING A DEPENDENT CHILD	<input type="checkbox"/> Copy of Birth Certificate <input type="checkbox"/> Guardianship Decree (if legal guardian) <input type="checkbox"/> Adoption Decree (if child is placed for adoption or adopted)
DEPENDENT CHILDREN AGE 19 – 23 WHO ARE FULL-TIME STUDENTS AND ENROLLING IN DENTAL & VISION PLANS	<input type="checkbox"/> Student Certification Letter (A letter from school’s registrar or verification certificate from the National Clearinghouse. Transcripts not accepted)

Important Dates

Open Enrollment Period	April 1 – May 15, 2020
Premium rate changes effective	July 1, 2020
New premiums deducted from paycheck: <ul style="list-style-type: none"> • For County Employees • For State Employees 	July 15, 2020 through June 30, 2021 July 20, 2020 through July 5, 2021
Plan Period	July 1, 2020 through June 30, 2021
Deadline to submit EC-1/EC-1H to your employer’s open enrollment designee	May 15, 2020

Open enrollment forms will be processed during the months of May and June. You will be mailed a confirmation notice by the end of June, once your enrollment changes have been processed.