



Open Enrollment Checklist

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.

- 2021-2022 EC-1 Enrollment Form**
- 2021-2022 EC-1H Enrollment Form (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 14, 2021
Premium rate changes effective	July 1, 2021
New premiums deducted from paycheck: <ul style="list-style-type: none"> • For County employees • For State employees 	July 15, 2021 through June 30, 2022 July 20, 2021 through July 5, 2022
Plan Period	July 1, 2021 through June 30, 2022
Deadline to submit EC-1/EC-1H to your employer's open enrollment designee	May 14, 2021

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.