



# EUTF Open Enrollment for Active Employees

April 3 – May 12, 2023

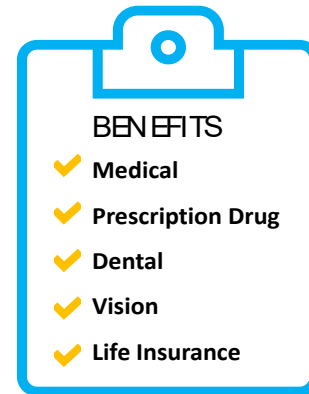
Open enrollment (OE) is the time for you to review whether the health coverage you have for yourself and your family continues to best meet your needs.

During the OE election period, you can:

- Add, change or drop a plan
- Add or remove dependents
- Change coverage tiers, such as changing from Self to Family, or Family to Two-Party

**If you decide to keep your current plans, you don't need to take action.** You are not required to complete any forms to continue your current coverage.

If you are making changes, complete the EC-1 enrollment form available on the EUTF website at [eutf.hawaii.gov](http://eutf.hawaii.gov) (or EC-1H for those enrolled in the HSTA VB benefit plans) and submit your form and required supporting documents to your employer's open enrollment designee by May 12, 2023, for changes to be effective July 1, 2023. **Required supporting documents must also be submitted by May 12, 2023. The EUTF will not contact you regarding outstanding supporting documents, and late submissions will not be accepted.**



## Required Supporting Documents

Enrollment Type	Required Documents
Self	No documents required
Adding a Spouse/Partner	<ul style="list-style-type: none"> <li>▪ Marriage or Civil Union Certificate</li> <li>▪ Domestic Partnership forms (available at <a href="http://eutf.hawaii.gov">eutf.hawaii.gov</a>)</li> </ul>
Adding a Dependent Child	<ul style="list-style-type: none"> <li>▪ Birth Certificate</li> <li>▪ Guardianship Decree (if legal guardian)</li> <li>▪ Adoption Decree (if child is placed for adoption or adopted)</li> </ul>
Dependent Children Ages 19 through 23 (Full-Time Students Enrolling in Dental and Vision Plans)	<ul style="list-style-type: none"> <li>▪ Student Certification from accredited school on school letter with registrar's signature confirming full-time status or certificate from the National Student Clearinghouse. (Transcripts not accepted.)</li> </ul>

### **DEADLINE TO SUBMIT FORMS AND ALL REQUIRED SUPPORTING DOCUMENTS IS May 12, 2023.**

Do not submit forms to the EUTF. Submit EC-1/EC-1H forms and required supporting documents to your:

- Department Human Resources Office
- County Personnel Office
- DOE-EBU, P.O. Box 2360, Honolulu, HI 96804 (DOE employees) or
- Enrollment Designee