



Haverhill Public Schools

WAIVER OF COVERAGE

All new benefit eligible employees have ten (10) days from the date of hire to enroll in or waive the GIC health insurance and thirty (30) days from the date of hire to enroll in or waive the dental and life insurance.

If you choose not to enroll within the ten (10) or thirty (30) day enrollment period, your next opportunity to enroll will be during the annual open enrollment period. Open enrollment is normally held for one month from April to May with an effective date of July 1st. You may also be eligible to enroll if you experience a qualifying event (marriage, divorce, birth, loss of coverage or gain access to coverage); however, you must enroll within sixty (60) days of the qualifying event for the GIC health insurance and within thirty (30) days of the qualifying event for dental insurance. You also must provide proof of the event.

Any questions and completed forms may be addressed to Nina Torrissi, Benefits Department, at Central Office in Room 104 at City Hall, nina.torrissi@haverhill-ps.org or 978-420-1964.

I hereby certify that I have been given the opportunity to enroll in the City of Haverhill's GIC health insurance, dental insurance and life insurance coverage and at this time have declined the following coverage(s).

_____ I have declined to accept the GIC health insurance coverage.

Reason for declining health insurance _____

_____ I have declined to accept the dental insurance coverage.

_____ I have declined to accept the life insurance coverage.

Print Name

Signature

Date

