



# Group Health Insurance for Dependents

## CITATION REFERENCE

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VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
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## Policy Statement

The University System of Georgia (USG) recognizes the importance of managing healthcare cost in order to maintain competitive healthcare plans for USG employees and retirees. The each institution's Human Resources Department will validate supporting dependent documents when employees are hired, experience an eligible qualifying family status change and during the annual enrollment period.

This policy authorizes institutions to provide healthcare coverage to eligible dependents as defined by the Plan.

## Applicability

All units of the University System of Georgia are covered by this policy.

## Who Should Read This Policy

All faculty and staff within the University System of Georgia should be familiar with this policy.

## Definitions

These definitions apply to these terms as they are used in this policy:

- x See Appendix 1

## Process and Procedures

This policy establishes processes/ procedures for the institution's HR departments within the University System of Georgia, to validate documents for dependents enrolling in the USG

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healthcare plans. This policy ensures that only eligible dependents are covered under the USG healthcare plans, and that state provided benefit dollars are allocated only to eligible individuals.

Employees may enroll themselves and their eligible dependents in the healthcare plans provided by the Board of Regents of the University System of Georgia. Employees must notify the institution's HR Department and elect their healthcare benefits as follows:

- x within thirty (30) days from hire date;
- x within thirty (30) days of a qualified family status change (e.g. marriage, birth of a child, divorce) affecting the eligibility of dependents, and/or
- x during the annual open enrollment pe

## Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Associate Vice Chancellor for Total RewardsUSG	Ensure compliance with policy; maintain upto	