

## Dental Enrollment Form Checklist for Department Personnel Specialists

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- STD 692
  - Is it legible? If you can't read it, then SCO can't read it.
  - Is it signed by the employee? Dated?
  - Does the form reflect the desired action?
    - Is everyone who is supposed to stay on the plan listed?
      - ❖ Double check that dependents are not neglected from previous enrollment, and previous plan is listed (if appropriate).
    - Is everyone who is supposed to be cancelled identified with a "D"?
    - Is everyone who is supposed to be added identified with an "A"?
  - Are the codes correct?
    - Permitting Event Code listed and correct?
    - Does the Plan Code match in section B and section E?
    - Is the Party Code listed and correct?
    - Is the Org Code listed and correct?
  - Is the form completed?
    - Permitting Event Date is present, form is not submitted BEFORE the permitting event? Within the time limit of permitting event?
      - ❖ Check the Permitting Event Chart for more information.
      - ❖ Include a simple description in Remarks section.  
(e.g., Adding new spouse to a two or more party enrollment.)
    - Submit a separate form for each permitting event.
    - Is section D marked?
      - If selecting "Delta Dental" – identify the entire plan name.
  - Is it signed by the Personnel Specialist? Dated?  
Correct contact phone number? Correct contact email address?
  - Is a FlexElect Cancel or CoBen Cancel package needed?
    - If so, include these documents in package to SCO.
- Additional Documents for Department retention - as it relates to action:  
(Do not send these documents to SCO.)
  - Verification of Social Security Number
  - Divorce Decree
  - Marriage Certificate
  - Birth Certificate
  - Affidavit for Economically Dependent Child (CalHR 025)
  - Proof of other insurance coverage
  - Affidavit for Domestic Partner
    - CalHR 680 – in Remarks section, list as "on file" for SCO.