Dental Enrollment Form Checklist for Human Resources Offices

- STD 692
  - Is it legible? If you can't read it, the 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 is 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 complete?
    - Permitting Event Date is present, form is not submitted BEFORE the permitting event? Within the time 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 HR 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 the package to SCO.
- Additional Documents for Department Retention as it relates to actions: (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