

## Mentor Public Schools Spousal Coordination of Benefits – Eligibility Certification

**EMPLOYEE SECTION: This form is to be completed initially then annually if you are covering a spouse as primary on the district's health plan. PARTIALLY COMPLETED FORMS WILL NOT BE ACCEPTED.**

Employee Name: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_

Spouse is:  Employed  Self-Employed  Not Employed  Medicare Eligible  has active HSA Account  
 Retired with access to Employer/Retirement Plan-Sponsored Coverage (includes non-Medicare eligible retirees)  
 Retired without access to Employer/Retirement Plan-Sponsored Coverage (includes non-Medicare eligible retirees)

*If you have checked that your spouse is Employed, Self-Employed, or Retired with access to Employer/Retirement Plan-Sponsored coverage, the Spouse's Employer/Retirement System Section below MUST be completed by your spouse's employer, retirement system or by your spouse if he/she is self-employed.*

I hereby certify that I am legally married to the above named spouse and that the information provided on the spousal eligibility certification form is accurate and truthful.

\_\_\_\_\_  
Mentor Schools Employee Signature

\_\_\_\_\_  
Date

**SPOUSE'S EMPLOYER/RETIREMENT SYSTEM SECTION:  
This section is to be completed by the EMPLOYER or RETIREMENT SYSTEM of the SPOUSE**

	Medical
1. Do you offer group (Medical/Drug) insurance to your employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you responded "No" to question 1, please skip to the signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the spouse listed above eligible for coverage? Number of hours your employee works per week _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is spouse listed above currently enrolled <u>OR</u> will he/she be enrolled? If yes, please provide coverage effective date(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Provide copy of current ID card or complete the following: Insurance Carrier/Plan Name(s):	
Insurance Carrier/Plan Policy Number(s):	

**SPOUSE'S EMPLOYER/RETIREMENT SYSTEM CERTIFICATION & SIGNATURE**

I HEREBY CERTIFY THAT THE ABOVE EMPLOYER AND PLAN INFORMATION IS CORRECT

\_\_\_\_\_  
Spouse's Employer (or Retirement System) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Phone Number

Employer Name (or Retirement System): \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**Upload to EMPLOYEE NAVIGATOR**  
Please turn over for important information.

**Mentor Public Schools**  
**Spousal Coordination of Benefits (SP-COB)**

**Effective for all employees hired on or after 8-1-2022**

If an employee's spouse is eligible to participate, as a current employee, self-employed individual (other than a sole proprietor) in a business or organization (e.g. partner, member), or as a non-Medicare eligible retiree in group health insurance and/or prescription drug insurance sponsored by his/her employer, business, organization, or any retirement plan, the spouse must enroll for at least single coverage in such employer, business, organization, or retirement plan sponsored group insurance coverage(s) no later than **30 days from the qualifying event**. (Qualifying event: date of hire, open enrollment, marriage, divorce, birth of child.)

**This requirement does not apply to any spouse who:**

- **Is not employed and not eligible for non-Medicare retiree group insurance**
- **Works less than 20 hours per week AND is required to pay 50% or more of the single premium to participate in his/her employer's, business', organization's or retirement plan's group health insurance coverage and/or prescription drug insurance.**
- **Is non-working and <sup>1</sup>Medicare eligible.**
- **Is working for an employer with less than 20 employees (includes full time plus full-time equivalents) AND is <sup>1</sup>Medicare eligible.**

A certification form is required initially for all covered spouses and annually thereafter for all spouses covered as primary by the Mentor Schools' health plan.

Upon the spouse's enrollment in any such employer, business, organization, or retirement plan sponsored group insurance coverage that coverage will become the primary payor of benefits and the coverage sponsored by Mentor Schools will become the secondary payor of benefits according to the primary plan's Coordination of Benefits and participation rules.

Any spouse who fails to enroll in any group insurance coverage sponsored by his/her employer, business, organization, or any retirement plan, as required by this Section, shall be ineligible for benefits under such group insurance coverage sponsored by Mentor Schools.

It is the employee's responsibility to advise the Mentor Schools' Health Benefit Plan (the "Plan") immediately (and not later than 30 days after any change in eligibility) if the employee's spouse becomes eligible to participate in group health insurance and/or prescription drug insurance sponsored by his/her employer, business, organization, or retirement plan. Upon becoming eligible, the employee's spouse must enroll in any group health insurance and/or prescription drug insurance sponsored by his/her employer, business, organization, or retirement plan unless he/she is exempt from this requirement in accordance with the exemptions stated above.

Every employee whose spouse participates in the Mentor Schools' group health insurance coverage and/or prescription drug insurance coverage shall complete and submit to the Plan, upon request, a written certification verifying whether his/her spouse is eligible to participate in group health insurance coverage and/or prescription drug insurance coverage sponsored by the spouse's employer, business, organization, or any retirement plan. If any employee fails to complete and submit the certification form by the required date, such employee's spouse will be removed immediately from all group health insurance and/or prescription drug insurance coverage sponsored by Mentor Schools. Additional documentation may be required.

If you submit false information, or fail to timely advise the Plan of a change in your spouse's eligibility for employer (or business, organization, or retirement plan) sponsored group health insurance and/or prescription drug insurance, and such false information or such failure by you results in the Plan providing benefits to which your spouse is not entitled, you will be personally liable to the Plan for reimbursement of benefits and expenses, including attorneys' fees and costs, incurred by the Plan. Any amount to be reimbursed by you may be deducted from the benefits to which you would otherwise be entitled. In addition, your spouse will be terminated immediately from group health insurance and/or prescription drug insurance coverage under the Plan. Any employee who submits false information may be subject to disciplinary action, up to and including termination of employment.

<sup>1</sup> This material does not address those individuals who are Medicare eligible due to End Stage Renal Disease (ESRD). Please consult the Medicare & You Guide or your local Medicare office for further information.