

June 2, 2011

**MEMORANDUM NO: 042-11HR**

**TO: Agency Administrators**

**FROM: Bobbie Chappell, Director of Human Resources**

**VIA: Rip Colvin, Executive Director**

**RE: Adding Unborn or Enrolling Newborn in Health Coverage**

We have been notified by People First that the Benefits Coordinators for State Agencies can no longer request to add, or enroll, an unborn child or newborn without the Social Security number of the child.

The following directives from People First and the Department of Management Services apply:

- To add an unborn child to current insurance, whether going up in coverage or not, employees are required to call People First at 866-663-4735.
- To add a newborn child to current insurance, whether going up in coverage or no, employees are required to call People First at 633-663-4735.
  - If the employee does not have the Social Security number; the information will be notated to the employee's account.
  - Once the employee has received a copy of the Social Security card; employees are required to call People First directly with the information.
- Once the newborn's information is in the system, the effective date will be retroactive to the date of birth.

The Justice Administrative Commission will promptly share additional information on how to handle these very important requests upon finalization of applicable rules by the Department of Management Services.

If you have questions or need additional information, please email the [BenefitsGroup@justiceadmin.org](mailto:BenefitsGroup@justiceadmin.org) or contact Jamie Johnson at 850-488-2415 extension 268.