



County Of Sacramento New Employee Orientation Benefit Enrollment Document Checklist

Please review this checklist prior to attending your New Employee Orientation.

For Medical Enrollment:

- Completed copy of County of Sacramento Active Employee Health Plan Election/Change Form (Do not separate pages)
- If enrolling a spouse – copy of your marriage certificate or the County of Sacramento Health Plan Dependent Certification Affidavit
- If enrolling a domestic partner – copy of State of California Certificate of Registration of Domestic Partnership or the County of Sacramento Health Plan Dependent Certification Affidavit
- If enrolling dependent children – copy of birth certificate, hospital certificate, adoption or legal guardian document, evidence of full time student status if necessary, or the County of Sacramento Health Plan Dependent Certification Affidavit

Note: Only one set of dependent verification documents is needed for all benefits.

For Dental Enrollment:

- Completed copy of County of Sacramento Active Delta Dental Enrollment Form (Do not separate pages)
- If enrolling a spouse – copy of your marriage certificate or the County of Sacramento Health Plan Dependent Certification Affidavit
- If enrolling a domestic partner – copy of State of California Certificate of Registration of Domestic Partnership or the County of Sacramento Health Plan Dependent Certification Affidavit
- If enrolling dependent children – copy of birth certificate, hospital certificate, adoption or legal guardian document, evidence of full time student status if necessary, or the County of Sacramento Health Plan Dependent Certification Affidavit

Note: Only one set of dependent verification documents is needed for all benefits.

For Life Insurance:

- Completed copy of County of Sacramento Life Insurance Enrollment/Change Form (Do not separate pages)

For Flexible Spending Accounts:

- Completed copy of County of Sacramento Flexible Spending Accounts Enrollment Form