

# APPLICATION INSTRUCTIONS for HEALTH PLAN ENROLLMENT



Coverage in the Cook County Pension Fund (CCPF) Health Plan becomes effective the same day your retirement begins. For example, if your pension is to begin August 1st, your health coverage would also begin August 1st after all the steps below have been completed:

- File a completed annuity application with CCPF.
- Submit a signed Health Plan Enrollment Application form to CCPF.
- Provide proof of Medicare enrollment for all Health Plan applicants over age 65.
- Submit documents verifying dependents if enrolling spouse or child(ren).

## Mandatory Medicare Enrollment

All annuitants and spouses turning age 65, and all newly retired annuitants and spouses older than age 65, must have Medicare Part A and Medicare Part B in order to enroll in the CCPF Health Plan. You should not sign up for Medicare Part D. Contact the Social Security Administration for information about Medicare enrollment (1-800-772-1213). You must provide CCPF with a copy of your Medicare card or a letter from the Social Security Administration verifying your Medicare enrollment.

## Dependents' Enrollment

Annuitants enrolled in the CCPF Health Plan can also elect to cover a spouse, civil union partner, unmarried biological child(ren) and unmarried adopted child(ren). All family members must select the same UnitedHealthcare (UHC) plan. Documents proving relationship between a dependent and the annuitant must be submitted to CCPF before coverage is effective (see next page).

## Open Enrollment

Annuitants can also enroll in the CCPF Health Plan during open enrollment (if not already enrolled), or change UHC plans, or add dependents. Completed application forms must be submitted during the CCPF open enrollment period.

## Qualifying Life Event Enrollment

Annuitants already enrolled can add a spouse or child(ren) within 30 days of a life change event such as a marriage, birth or adoption. Annuitants covered by an employer plan may enroll in the CCPF Health Plan if employer coverage is lost. Submit a completed application form and required documentation to CCPF within 30 days of the event. If the qualifying event is loss of employer coverage, a letter from the employer is required stating the date coverage ended.

## Payment for CCPF Health Coverage

Do not send any money with your completed applications. Health premiums are deducted from your monthly pension check. CCPF will notify you if your monthly pension check is not enough to cover the cost of the monthly health premium deduction and you will need to pre-pay monthly premiums by check directly to CCPF.

Refer to the Health Benefits Guide online at [www.cookcountypension.com](http://www.cookcountypension.com) for more detailed information.

<b>Documents Required to Verify Health Plan Eligibility</b>	
Person Enrolling in Health Plan	Documents Needed
<b>CCPF Annuitant</b>	If you are a Medicare enrollee you must provide a copy of your Medicare card or a letter from SSA verifying your Medicare enrollment
<b>Spouse</b>	Certified Copy of Marriage Certificate and Social Security Card  If spouse is 65 or older, you must provide a copy of his/her Medicare card or a letter from SSA verifying Medicare enrollment
<b>Unmarried Biological Child under age 26</b>	Certified Copy of Birth Certificate and Social Security Card
<b>Unmarried Adopted Child under age 26</b>	Legal adoption papers, birth certificate when available and Social Security Card
<b>Disabled Child</b>	Contact CCPF Health Benefits for information about enrolling a disabled dependent child  If child is a Medicare enrollee you must provide a copy of his/her Medicare card or a letter from SSA verifying Medicare enrollment

Submit your completed Health Plan Enrollment Application and required documentation to:

**Cook County Pension Fund**  
**Attention Health Benefits**  
**70 West Madison**  
**Suite 1925**  
**Chicago, IL 60602**

CCPF will confirm receipt of your completed application.

If you have questions, contact the CCPF Health Benefits at **312-603-1200 Option #2** or send an email to [health@countypension.com](mailto:health@countypension.com).