

## **State of Ohio Benefit Enrollment for New Hires or Rehires**

Once the State of Ohio User ID is received and a password has been set up, enrollment in State of Ohio benefits may be made. All benefit enrollments **must** be made through myOhio Self-Service at [www.myohio.gov](http://www.myohio.gov) . If enrolling a spouse and/or dependents, verification documents are **required** and **must** be uploaded at the time of enrollment. Please have **all** documents **before** the enrollment process is started. Documents will not be approved unless all required documents are uploaded. **Please go to [www.myohio.gov](http://www.myohio.gov) /My Life & Career/New Hire Life Exempt Event Job Aid for new hire enrollment. Please review before starting your enrollment. Enrollment must be made within 31 days from your start date.**

### **REQUIRED DOCUMENTS**

#### **Enrolling in Single:**

Welcome letter with the employee start date.

#### **Enrolling in Family or Family plus spouse**

Welcome letter with the employee start date

#### **PLUS**

#### **To add an eligible Spouse:**

- Marriage Certificate certified by the county in which you were married or Marriage Abstract

AND

- Social Security Card – If the spouse has not yet legally changed their name, the system must reflect the name as it is currently filed with the Social Security Administration. Once the last name has been legally changed, please submit a Name Change request with your agency human resources office. Please **do not** redact any of the numbers as the social security number must be entered into the system for the purposes of paying claims and validation with the IRS.

AND

- Proof of Joint Ownership – Mortgage/Lease Agreement, credit card statement, auto loan/insurance statement, bank statement, or property tax statement. Separate statements with the employee's name and another in the spouse's name are acceptable as proof of an ongoing marriage as long as the statements are dated, or reflect a due date, within the last 12 months, and indicate the same mailing address. **NOTE:** Proof of Joint Ownership (POJ) is not required if the marriage was within the last 12 months

#### **To add Eligible Children up to the age of 26:**

- Birth Certificate(s) (for newborns only Hospital Birth Record -Birth Certificates required after receipt from the county health department)

OR

- Court documents with court signature and File Date showing that the employee or spouse has adopted the child OR become the legal guardian OR International adoption papers from country of adoption
- Papers from the adoption agency showing intent to adopt and/or placement in the home

AND

- Social Security Card for each enrolled dependent

#### **Dependent children may be enrolled in Dental and Vision up to the age of 26 if they meet the following eligibility criteria:**

- A dependent child
- An Ohio resident or a full-time, out-of-state student
- Unmarried
- NOT employed by an employer that offers coverage where the child is eligible
- NOT eligible for Medicaid/Medicare

If the child is a full-time, out-of-state student the following documents are required:

[Dependent Student Status Certification Form 2024.v1.pdf \(ohio.gov\)](#), plus one of the following:

A "Current Enrollment Verification Certificate" from the National Student Clearinghouse with dependent's name, school name and semesters/quarters enrolled that include the current term (<http://www.studentclearinghouse.org/>), **or** a letter from the registrar with the dependent's name showing current enrollment. If the birthday occurs during a standard school break (e.g., summer), the letter from the registrar must show enrollment in the previous term, or an official transcript with the dependent's name, school name, and semesters/quarters enrolled that include the current term. If the birthday occurs during a standard school break (e.g., summer), the transcript must show enrollment in the previous term. If the dependent is enrolled in their first semester/quarter of class, one of the above documents is required showing proof of current enrollment.