



To: Dearborn Federation of Teacher's Unit Member
From: Chris Sipperley, DFT Union President

Re: New Hire Medical, Dental and Vision Health Benefit Coverage

Congratulations and welcome to the Dearborn Public Schools family. We're sure that you will have many questions as you begin your employment with our District. However, I would like to make each step as easy as possible. Below you will find a step by step process of how and when you will be notified to enroll in your medical, dental and vision program. Here we go.

Step 1 –

The District notifies Dearborn School Employee Healthcare Plan (DSEHP) that a new employee has been hired by the District. This takes between 5-7 business days. Please keep in mind that coverage is effective, if you have completed enrollment, on the first of the month following 28 days of employment. So, if you were hired on 8-26-14 coverage is effective on 10-1-14.

Step 2 –

The DSEHP will send you an invite to enroll in benefits at your districts' email. The email will come from DSEHP@ngeinfo.com which handles the healthcare enrollment and eligibility process.

Step 3 -

This invite will include a New Hire Packet that shows you all of the plans available to you and how to enroll. Please review the New Hire Packet carefully and keep for your records.

Step 4 –

Enroll. The New Hire Packet that you received and reviewed will now support you in this process. There are three methods in which you can choose to enroll that include: email, call center or by stopping by the DSEHP office at 15250 Mercantile Drive.

Step 5 –

Review the confirmation sheet carefully for it will show you what you have enrolled yourself in for benefits. Remember to check each line of coverage. For example, under medical, make sure you and any dependents are covered. If you enrolled in dental, make sure you and your dependents are listed by line, and the same for vision. You are responsible for those that are listed. Also, remember that documentation will be required for any dependents that you have added for coverage. All documentation must be supplied within 30 days or any dependents will be dropped from coverage.

NOTE: Remember that you are responsible for the enrollment of your benefits on a timely basis. If you do not enroll within 30 days of notification you will not be eligible to enroll until the next open enrollment, unless you have a federally acceptable change of family status. Open enrollment for Dearborn Public Schools is July of each year. Thank you and again..... Welcome.

