

Spouse Program Enrollment

Employees, Managers & HR Professionals Only



Eligibility

- ◆ If both you and your spouse are full-time active employees, you are eligible to receive health insurance coverage at no cost.
- ◆ If you or your spouse is a part-time active Career Service, SES or SMS employee, your cost will be prorated based on your employment.

Required Documentation

A Marriage Certificate must be submitted before the enrollment in the Spouse Program can be completed.

NOTE: If the marriage certificate is submitted separately, please be sure to identify that this is related to Spouse Program enrollment to ensure both spouses' records are updated accordingly.

How Do I Enroll In The Spouse Program?

To enroll in the Spouse Program, a Spouse Program Enrollment Form:

1. Must be completed and include both employees' signatures.
2. Must be mailed or faxed to People First.

Mailing Address:

People First Service Center
P O Box 6830
Tallahassee, FL 32314

Fax: (904) 828-6092

NOTE: The enrollment form can be found on the People First Website at <https://peoplefirst.myflorida.com> (under the Benefits Materials link on the Health & Insurance Tab) or by contacting the People First Service Center at 1-866-663-4735.

Processing Timeframe

Spouse Program Enrollment forms will be processed within within 48-72 hours of receipt at the People First Service Center, *provided* the forms have been completed correctly.

If the forms are not completed correctly, People First will either contact the employee:

- ◆ Via phone (up to 3 times) to notify of the missing information and request resubmission with the needed corrections, OR
- ◆ Via letter (if employee cannot be contacted by phone) to request the employee contact the People First Service Center for further instructions. The employee's record will be noted accordingly as to why the forms were not processed.

Did You Know?

- ❓ Both spouses must enroll in the same health insurance plan.
- ❓ One spouse must be designated as the "Primary" spouse and the other becomes the "Secondary" spouse.
- ❓ Dependents, including the secondary spouse, are covered under the Primary spouse's coverage.
- ❓ A 31-day reminder letter will be sent if documentation is not received at the time of enrollment.