



## **Enrollment Process into a SISC Medical Plan Early Retirees (non-Medicare)**

**Enclosed:** (1) SISC Plan Comparison of the medical plans with rates;

(2) Enrollment forms and benefit summaries for:

(a) SISC PPO and HMO\*, or

(b) Kaiser Permanente.

\*Early retirees may contact their medical provider for the provider's Independent Physician Association (IPA) and/or Primary Care Provider (PCP) number(s).

**Instructions:** All benefit eligible Early Retirees (typically under age 65 without Medicare) are required to complete the applicable **Enrollment Form** based on their plan selection. SISC needs all information completed in full, including your social security number, first and last name, date of birth, address, telephone number, and email address.

**Dependent Enrollment:** For spouse, domestic partner, children and/or disabled children to be covered, SISC will require full social security numbers, names, dates of birth, and proof of eligibility. See the attached list of required documents (Anthem and Kaiser only).

**Enrollment Forms:** Be sure to sign and date your Enrollment Form. Return the completed enrollment form to the SMMCUSD District Office at:

Santa Monica-Malibu Unified School District

Attention: Health Benefits Office

1651 16<sup>th</sup> Street

Santa Monica, CA 90404

Mail or hand-delivery is acceptable.

**Note:** This enrollment is for medical only and does not include dental or vision.

**Billing:** The District will bill Early Retirees directly, as appropriate (i.e. for two-party/family coverage or if selected plan requires a contribution from the retiree). Premiums cannot be withdrawn from your CalSTRS or CalPERS retirement account. The District will provide additional information regarding payment options once your enrollment form has been processed.

**Questions:** If you have questions or need assistance you may contact Anthony Walker, Benefits Technician at [awalker@smmusd.org](mailto:awalker@smmusd.org) or at 310-450-8338 ext. 70277.