

# Southern California Dairy Industry Security Fund

Administered By: Benefit Programs Administration  
Telephone • (866) 481-5841 • (562) 463-5033 • Facsimile (562) 463-5894

February 2014

## **I M P O R T A N T   N O T I C E**

To: Eligible Participants in the Health and Welfare Fund  
From: Administrative Office  
Re: **Mandatory Re-Enrollment – March 2014**

The Board of Trustees has directed the Administrative Office to conduct a complete re-enrollment of all eligible dependents. This enrollment period will take place during March 2014. During the enrollment period, you are being asked to re-enroll your eligible dependents. In order to re-enroll your eligible dependents, you must submit certified copies of the applicable documents to verify and confirm the eligibility of your enrolled dependents.

The following language is taken from the Summary Plan Description. Identified are those dependents eligible for enrollment in the Plan as well as a definition of your eligible dependents. Please review the following information carefully as you will be asked to provide documentation to confirm your dependents eligibility to be enrolled.

### **DEPENDENT ELIGIBILITY**

Your eligible dependents include your lawful spouse and your natural children, adopted children, stepchildren, or children for whom you have legal custody up to 26 years of age.

Coverage for adopted children is effective immediately upon finalization of the adoption or when the child is placed in your home pending adoption. In such cases, the child must be properly enrolled in the Plan, and satisfactory proof of adoption or placement for adoption and commencement of adoption proceedings must be provided to the Fund Administrator. When the child has been placed in the home, but the adoption has not been finalized, the Trustees may require additional proof. Coverage for adopted children will be the same as coverage provided to natural children, stepchildren, and children for whom you have legal guardianship. In addition, the plan will provide coverage for dependent children if required by a Qualified Medical Child Support Order (QMSCO).

An unmarried child of any age who is unable to earn a living because of mental or physical handicap is also considered eligible for benefits, provided such disabled child was handicapped and covered as a dependent prior to age 26 and remains primarily dependent upon the active employee for support. You must submit proof of your child's incapacity within thirty-on (31) days after he/she become 26. Proof of the continued existence of such incapacity shall be furnished to the Plan office from time

to time when requested. Children who reach age 26 prior to the participant's initial eligibility for the benefits of this Plan are not entitled to coverage under these terms.

**In order to enroll a dependent spouse, you must submit a certified copy of your marriage certificate.**

**If you have dependent children to enroll, you must submit a certified copy of their birth certificate. If your dependent children are adopted, you must submit a copy of the adoption papers. If you are the court appointed guardian of a child, you need to submit copies of the court order affirming you as the court appointed guardian of that child.**

If your dependent is over the age limit of the Plan, you may need to submit additional documentation confirming their eligibility to continue to be enrolled as your dependent. **If your over-age dependent is mentally or physically handicapped, we will need certification of such from their treating physician.**

**If the proper documentation is not received by the Administrative Office during the enrollment period, your dependents coverage will be terminated as of May 1, 2014.** If your dependents lose their coverage, you will not be able to re-enroll your dependents again until your next open enrollment. At that time you will still be required to submit the required documentation.

Enclosed is a plan enrollment form. Please complete the enrollment form listing the names of the dependents you wish to enroll. Return the completed enrollment form along with the required documentation to the Administrative Office by March 31, 2014. If your enrollment form and documentation is not received by March 31, 2014, your dependents eligibility will be terminated. If you are having problems obtaining the required documentation, please call the Administrative Office immediately to discuss your situation.

If you have any questions or need any assistance, please contact the Administrative Office. While we understand the inconvenience this may cause, it is being done to verify and confirm the eligibility of all participants in the Fund. We thank you for your cooperation in this very important aspect of Trust Fund administration.