

Birth/Adoption Checklist

Health, Dental, and Prescription Drug Benefits

- ☐ Within **30 days** of date of birth, adoption or adoption placement, submit enrollment form with changes to Benefits Administration Office
- ☐ Obtain forms online at www.stamfordpublicschools.org. Click on Staff, then Benefits, then Benefits Forms and Applications.

Supporting Documentation

- ☐ **Submit a copy of the Birth Certificate(or Adoption Decree) and a copy of the Social Security Card once received.**

Life & Accident Insurance

- ☐ If additional life insurance coverage is wanted: Within **30 days** of date of birth, adoption or adoption placement, submit application and evidence of insurability form to purchase additional insurance coverage. Life insurance policies are not guaranteed and are subject to evidence of insurability.
- ☐ **Update beneficiary designations.**
 - For Teachers and Admin:** Stamford Public Schools Beneficiary Form and TRB Life Insurance Beneficiary Form
 - For Paraeducators and Security:** Stamford Public Schools Beneficiary form and Pension Beneficiary Form
- ☐ Obtain forms online at www.stamfordpublicschools.org. Click on Staff, then Benefits, then Benefits Forms and Applications.

403b & 457 Retirement Plans

- ☐ Contact investment provider to update beneficiary designations

Flexible Spending Accounts

- ☐ Enroll or make changes in health care flexible spending accounts within **30 days** from the date of birth, adoption or adoption placement
- ☐ Obtain forms online at www.stamfordpublicschools.org. Click on Staff, then Benefits, then Benefits Forms and Applications.

**The onus is on the employee to check their Paystub.
Please check that the deducted amount is accurate**