



Leadership • Collaboration • Support

To: All Benefitted Employees

From: Payroll and Benefits

Re: Adding Dependents to Your Benefit Coverage

All eligible dependents must be added to your dental and vision coverage on the first of the month following eligibility. There is no open enrollment period for dental or vision, and dependents cannot be added after their initial eligibility period without a qualifying event.

To add a dependent to your medical, dental, or vision coverage, please provide the appropriate enrollment form(s) along with proper documentation as listed below:

Legal Spouse: Marriage License

Domestic Partner: Declaration of Domestic Partnership

Children and Step-Children: Birth Certificate

Dependent Children: Proof of Legal Guardianship

Disabled Dependent Beyond 26: Proof of Incapacity or Dependency

If you have any questions, please contact the Payroll Team at (707) 399-4421 or (707) 399-4424 or SCOEpaysroll@solanocoe.net.