



Delta Dental of Minnesota Membership Maintenance Form

Delta Dental of Minnesota

PART A - EMPLOYEE INFORMATION - Employee complete Part A through Part E, as appropriate.

Employee's Name:		Last		First		Middle Initial		Social Security Number	
								/ /	
Gender:		Male <input type="checkbox"/>		Female <input type="checkbox"/>		Marital Status:		Date of Birth (Month-Day-Year)	
						Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Legally Separated <input type="checkbox"/>		/ /	
Employee's Address:		Address				Day Phone Number		Evening Phone Number	
<input type="checkbox"/> Check If New Address		City				State		Zip Code	

PART B - CHANGE REQUEST - Check all categories that apply and provide information requested by category.

<input type="checkbox"/> Name Change		<input type="checkbox"/> Terminate Employee and All Dependent Coverage	
Former Name: _____		Date of Termination: ____/____/____	
New Name: _____		Date Coverage Ends: ____/____/____	
<input type="checkbox"/> Millennium Choice Groups Change Plan Option at Open Enrollment			
<input type="checkbox"/> Plan Option I - Delta Dental PPO		<input type="checkbox"/> Plan Option II - Delta Dental Premier	
<input type="checkbox"/> DeltaCare Groups Change Clinic Code to: _____			
Obtain Clinic Code from DeltaCare Provider Directory			
<input type="checkbox"/> Enroll or Disenroll from the Voluntary Discount Orthodontic Program			
Change Coverage Type, Add or Drop Dependent Due to Qualifying Event - List Qualifying Event Code next to correct Coverage Type/Change Request Category. Complete Part C if Adding or Dropping Dependent(s). Qualifying Event Code: A - Adoption B - Birth D - Divorce/Legal Separation E - Death L - Loss of Coverage M - Marriage O - Open Enrollment S - Dependent No Longer Eligible			
Qualifying Event Code	Coverage Type / Change Request Category	Date of Qualifying Event	Effective Date of Change
	Employee Only	/ /	/ /
	Employee & Spouse	/ /	/ /
	Employee & Dependent Child(ren)	/ /	/ /
	Family	/ /	/ /
	Add or Drop Dependent - No Coverage Type Change	/ /	/ /

PART C - DEPENDENT INFORMATION - Adding or dropping dependents may require a Coverage Type change in Part B.

Add	Drop	Relationship To Employee	First Name, Middle Initial, Last Name (Include Last Name Only if Different From Employee's)	Gender		Date of Birth Month/Day/Year	Full Time Student?		Unmarried?	
				M	F		Y	N	Y	N
		Spouse		M	F	/ /				
		Dependent Child		M	F	/ /	Y	N	Y	N
		Dependent Child		M	F	/ /	Y	N	Y	N

PART D - EMPLOYEE SIGNATURE - Sign and date form as verification of your enrollment change.

I choose to make changes as indicated on this form and authorize payroll deduction, if applicable. If Part E is completed, I have elected to continue coverage under this plan due to the qualifying event indicated below and I understand that in order to retain my coverage continuation, I must meet the payment obligations and/or other conditions as may be required.

Employee Signature: _____ **Date:** _____

PART E - COBRA - Employee Note: Complete Only if enrolling for COBRA benefits Employer Note: May require subgroup change.

Qualifying Event Number:

1 Employee Termination or Reduction of Work Hours	3 Employee Total Disability	5 Employee Eligible For Medicare
2 Employee Death	4 Divorce or Legal Separation	6 Dependent No Longer Eligible

Coverage Continuation Applies To:	Event Number	Date of Qualifying Event	Effective Date of Coverage	Social Security Number
<input type="checkbox"/> Employee & All Dependents Currently Enrolled		/ /	/ /	
<input type="checkbox"/> Employee Only		/ /	/ /	
<input type="checkbox"/> Spouse Only		/ /	/ /	--
<input type="checkbox"/> Dependent(s) Only - List Names in Part C		/ /	/ /	--
<input type="checkbox"/> Employee & Spouse		/ /	/ /	
<input type="checkbox"/> Employee & Dependent Child(ren)-List Names in Part C		/ /	/ /	

PART F - GROUP INFORMATION - THIS PART TO BE COMPLETED BY EMPLOYER

Change Employee Group/Subgroup (Move individual to different subgroup, including to COBRA subgroup)

From: _____ To: _____

Effective Date of Change: ____/____/____

Group Name: ISD 271 Bloomington Public Schools **Group & Subgroup Numbers:** 000489

Group Representative's Signature: _____ **Date:** _____ **Phone Number:** 952-681-6444