OPEN ENROLLMENT 2027
Dependent Changes & Document Submission Guide

November 9–20, 2026

IMPORTANT DEADLINE
Friday, November 20, 2026
4:00 PM
All required documents must be received by 4:00 PM.

What Documents Do I Need?
Review the situation that applies to you and submit all required documents.

1 Adding a Child to Health or Dental Insurance

Submit the following:
- Completed enrollment form.
- Birth certificates for each child being added.

2 Adding a Spouse

Submit the following:
- Completed enrollment form.
- Marriage certificate.

3 Removing a Dependent or Spouse

Submit the following:
- Completed enrollment form, including the employee's information.
- Include the name of the dependent or spouse **being removed.**

4 Adding a Dependent Age 19 or Older to Dental Insurance

Submit all of the following:
- Completed enrollment form adding the dependent to the dental policy.
- Dental Certification Form.
- Enrollment verification form or school schedule for the **Spring 2027** semester.

School Verification Requirements
Your enrollment verification or school schedule must clearly show:
- The dependent's full name.
- The college's name.
- The **Spring 2027** semester period.
- The dependent's full-time student status.

Important Information
If your dependent has not enrolled in classes by the end of Open Enrollment on **November 20, 2026,** the dependent may be added as a qualifying event within 31 days of the start of the Spring 2027 semester.

Other Enrollment Situations
For any situation not listed above, please contact Employee Benefits directly for guidance on the required documentation.

How to Submit Your Documents

Email
EmployeeBenefits@onondaga.gov

Fax
315-435-2869

In Person
Civic Center, 11th Floor
Employee Benefits

Don't Miss the Deadline!
All required documents must be received by **Friday, November 20, 2026, at 4:00 PM.**

NEED HELP?
Employee Benefits Office
315-435-3498
Civic Center - 11th Floor
EmployeeBenefits@onondaga.gov

SUBMIT EARLY. CHECK YOUR DOCUMENTS. MEET THE DEADLINE.