

**State Group Health Insurance
Domestic Partnership Processing Checklist
for UW System Institutions**

Employee Information	
1 Name - <i>please print</i>	2 SSN - <i>the last four digits only</i>
Health Insurance Eligibility - <i>select one</i>	
3 <input type="checkbox"/> WRS Covered 4 <input type="checkbox"/> Graduate Assistant	
Employment Status - <i>check and complete all that apply</i>	
5 <input type="checkbox"/> Current Employee	
6 <input type="checkbox"/> New Employee 7 Appointment Begin Date: _____	
8 <input type="checkbox"/> Appointment entered into IADS / Appointment System	
Enrollment Attachments	
Health Insurance Application - <i>check and complete all that apply</i>	
9 <input type="checkbox"/> New Employee, initial coverage <i>without</i> domestic partner	
10 Coverage Effective Date: _____	
11 <input type="checkbox"/> DDEN entry completed	
12 <input type="checkbox"/> Family Coverage with domestic partner	
13 <input type="checkbox"/> DDEN entry completed, including Single to Family premium adjustments and imputed income entry	
Domestic Partnership Documents - <i>check and complete all that apply</i>	
14 <input type="checkbox"/> Copy of ETF Affidavit for Domestic Partnership - <i>if requested by the UW Service Center</i>	
15 <input type="checkbox"/> Copy of ETF Domestic Partnership Acknowledgement Letter	
16 Domestic Partnership Effective Date: _____	
UW Institution Contact Information	
<i>Submit completed checklist and attachments to:</i>	
UW Service Center, Attn: Benefits Services, 21 N. Park Street, Suite 5101, Madison, WI 53715-1218	
Phone: 608-262-2002 Fax: 608-262-8436 E-mail: SC-Benefits@ohr.wisc.edu	
Institution: _____	
Date: _____	Sent by: _____
Email: _____	Phone: _____
Comments: _____	

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1. To expedite the processing of a health insurance application to add a domestic partner, a new employee should complete two health applications:
 - a. For initial coverage, the employee submits the first application for Single coverage (or Family coverage if the employee has dependents) without the domestic partner. This application will ensure that the employee has health coverage and the employee record is entered into Employee Trust Funds (ETF) systems.
 - b. The employee completes and submits a second application to add their domestic partner and the domestic partner's eligible children.
 - c. The employee submits both health applications at the same time to their institution's Benefits Office. The employee retains a copy of each application.
2. The institution Benefits Office completes the employer section of the health applications. The initial coverage application should be processed immediately.
 - a. The institution Benefits Office enters the initial health application into DDEN and completes the Domestic Partner Processing Checklist, fields numbered 1 to 11. The completed Checklist and attachments are then faxed to the UW Service Center, Attn: Benefit Services, at 608-262-8436. To avoid any delay, it is critical that this information be faxed to the UW Service Center as soon as possible so that the application can be processed and ETF has a record of the employee.
 - b. The institution Benefits Office will retain the Checklist and second application until they receive the Acknowledgement Letter from the employee. Any necessary follow up with the employee is the responsibility of the institution Benefits Office.
3. The employee completes and submits an Affidavit of Domestic Partnership (ET-2371) to ETF. The employee should retain a copy of the Affidavit. ETF mails an Acknowledgement Letter to the employee after receipt of a valid Affidavit. The employee is required to submit a copy of their Acknowledgement Letter to their institution Benefits Office.
4. When the employee submits the copy of the Acknowledgement Letter, the institution Benefits Office enters the health application with domestic partner coverage into DDEN, making any Single to Family premium adjustments and entering the imputed income. The institution Benefits Office updates the Checklist, completing all relevant fields numbered 12 to 16. The Checklist and attachments, including the Acknowledgement Letter, should then be faxed to the UW Service Center, Attn: Benefit Services, at 608-262-8436.

Note: If the employee does not receive the Acknowledgement Letter timely (after 10 business days), they should contact their institution's Benefits Office. The institution Benefits Office will contact the UW Service Center, which will in turn contact ETF. If ETF is not able to locate the Affidavit, the UW Service Center may request a copy of the Affidavit. The employee is still required to later submit a copy of the Acknowledgement Letter to their institution's Benefits Office.

E-mail questions to: SC-Benefits@ohr.wisc.edu