



# DENTAL (STD. 692) FORM CHECKLIST

## CHECK SECTIONS COMPLETED BY THE EMPLOYEE (A THRU D) TO ENSURE THE FOLLOWING:

- Form is legible.
- Action type is selected.
- Employee Social Security number matches the employee's name.
- Social Security Number is listed for each dependent.
- Section D is marked.
- Dependents are not neglected from previous enrollment and previous plan is listed.
- Everyone who is to be cancelled is identified with a "D" and everyone to be added is identified with an "A".
- Form is signed and dated by employee (original signature required, e-signature is okay).

## CHECK SECTIONS COMPLETED BY THE PERSONNEL OFFICE TO ENSURE THE FOLLOWING:

- The Dental Organization Code matches the Plan Name.
- The Party Code is correct and consistent with the family members indicated in section B.
- Permitting Event Date must be 09-16-24.
- One of the following permitting event codes is used during an open enrollment period:
  - 03 – New enrollment.
  - 15 – Addition/Deletion of dependent(s) (may use one form).
  - 28 – Change of dental plan.
  - 29 – Change of plan and addition/deletion of dependent(s) (may use one form).
  - 41 - Cancelling health/dental to enroll in cash in lieu of benefits. Forms to SCO must uploaded in ConnectHR together under FlexElect / CoBen Cash dropdowns.
- Effective date is 01-01-25.
- Form is signed and dated by Personnel Specialist.
- The Personnel Specialist contact phone is legible.
- The agency universal email is used and legible.

- If employee is simultaneously enrolling, changing, or cancelling in FlexElect / CoBen cash program:
  - Add note in remarks sections to indicate the requested action and upload combined form PDF in ConnectHR under FlexElect / CoBen Cash dropdowns only.
  - FlexElect (STD. 701C) or CoBen (STD. 702) form must be combined into the same PDF with the Dental Plan Enrollment Authorization Form (STD. 692).

## HELPFUL HINTS

- A dependent child over the age of 26 must be certified as a medically disabled dependent child.
- If employee has a Domestic Partner status and a CalHR 680 on file, then “CalHR 680 on file” along with the tax year must be written in remarks section.
- When sending revisions to a form already submitted for open enrollment processing, clearly mark the document as revised.
- SCO cannot process forms received with passwords or combined in an Adobe XML or Adobe Portfolio document.** Please “Microsoft Print to PDF” the forms prior to upload to expedite to processing.
- Do not upload duplicate forms.
- Be sure to use the current form (Revision date 04/2024).

## CONNECTHR UPLOAD GUIDE

- STD. 692 that do not have an associated FlexElect / CoBen Cash Option form may be uploaded under the appropriate STD. 692 Open Enrollment dropdown in ConnectHR.
- If employee is simultaneously enrolling or canceling FlexElect / CoBen Cash and Dental, upload combined forms together as one PDF in ConnectHR. They shall be uploaded under FlexElect / CoBen Cash dropdowns only.
- If you already uploaded the combined STD. 701C/702 and STD. 692 as one PDF under the FlexElect / CoBen dropdown in ConnectHR, then do not upload the STD. 692 separately.

## RESOURCES

- [Benefits Administration Manual \(BAM\).](#)
- [CalHR Benefits calculator](#) –This tool can auto-populate fields on the STD. 692 form.
- [CalHR Open Enrollment Resources](#)