Dependent Termination

Things to submit to CHP

Enrollment Application/Change Form

1. Have employee complete an Enrollment Application/Change Form within 31 days of removing dependent. Make sure all information is included and that the employee has signed and dated the form. Check "Add/change/remove family member(s)" in Section 1. Also, have the employee indicate which dependents will be removed in Section 3 Employee and Family Information. Any dependents remaining on the plan should not be listed.

    a. Keep the original enrollment application and forward a copy to CHP.