



## TORRANCE UNIFIED SCHOOL DISTRICT

2335 PLAZA DEL AMO  
P.O. BOX 2954  
ATTN: BENEFITS DEPARTMENT  
TORRANCE, CALIFORNIA 90509-2954  
TELEPHONE (310) 972-6089/6024  
[www.tusd.org](http://www.tusd.org)

BOARD OF EDUCATION  
MARTHA DEUTSCH  
DON LEE  
TERRY L. RAGINS  
MARK STEFFEN  
MICHAEL WERMERS  
  
SUPERINTENDENT OF  
SCHOOLS  
DR. GEORGE MANNON

### **MANDATORY REQUIREMENTS FOR BENEFIT REGISTRATION!**

1. **Benefits start the first day of the month following your date of hire.**
2. Contact AFA (American Fidelity Assurance) at 866-523-1857 x 0 to **schedule an appointment to register for your benefits.**
3. Make your choice for medical and dental insurance prior to your appointment.
4. Full details are available at [www.tusd.org](http://www.tusd.org), Employment, Employee Benefits.
5. AFA's responsibility is to assist but not to have full details of the core benefits.
6. **If you are enrolling dependents** in any core benefit program (medical, dental or vision) **you must provide the following:**
  - a. Social Security Numbers for any dependent 6 months or older.
  - b. Tax returns for spouse (unless married within last 6 months)  
If married within 6 months, souvenir copy of marriage certificate is acceptable.
  - c. Tax returns for dependent children or original birth certificate.
7. You have 30 days from birth or adoption of a child to add them.
8. You have 30 days from your marriage to add your spouse to your plan.
9. No additions or deletions of dependents outside of the enrollment period without a "qualifying" event (birth, death, marriage, adoption, or loss of coverage).