



TORRANCE UNIFIED SCHOOL DISTRICT

2335 PLAZA DEL AMO
ATTN: BENEFITS DEPARTMENT
TORRANCE, CALIFORNIA 90501
TELEPHONE (310) 972-6036/6089
www.tusd.org

BOARD OF EDUCATION

JEREMY GERSON
JAMES HAN
DON LEE
TERRY L. RAGINS
BETTY LIEU

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.**
You only have 30 (thirty days) from your date of hire to enroll in benefits.
2. Contact AFA (American Fidelity Assurance) at 800-365-9180 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, 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.If you do not have the required dependent verification documents, your dependent will NOT be added to your plan
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).

PLEASE CALL AFA 1-800-365-9180 x 0 TO SCHEDULE AN APPOINTMENT TO ENROLL IN BENEFITS.