



# TORRANCE UNIFIED SCHOOL DISTRICT

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TELEPHONE (310) 972-6500  
[www.tusd.org](http://www.tusd.org)

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## **MANDATORY REQUIREMENTS FOR BENEFIT REGISTRATION**

### **1. Benefits start the first day of the month following your date of hire.**

- You have 30 (thirty) days from your date of hire to enroll in benefits **within each plan year**
- The Benefit Plan Year runs from October 1 through September 30
- Annual Open Enrollment for each plan year is held August 1-31 (beginning and ending on a week day, not a weekend day) for benefits beginning October 1
- As a new hire, if you are hired in July or August, benefits begin the first of the month following your date of hire. Enrollment for benefits in August or September may incur an out-of-pocket amount for benefits as there are no payroll deductions in the months of August or September. Please note: THIS IS ENROLLMENT FOR THE CURRENT PLAN YEAR ONLY, AUGUST AND/OR SEPTEMBER ONLY
- **If hired in July or August, you must ALSO enroll in benefits during the Annual Open Enrollment beginning on the first week day in August and ending on the last week day in August for benefits beginning October 1**
- As an active current employee, should your position change affecting your fringe allocation, or you experience any other “qualifying event” in July or August, it will affect your benefits for the month(s) of August and/or September and may result in a pro-rated amount due to the District or a refund owed to you

### **2. Contact AFA (American Fidelity Assurance) at 800-365-9180 x 0 to schedule an appointment to register for your benefits. AFA’s responsibility is to assist but not to have full details of the core (medical, dental and vision) benefits**

### **3. Make your choice for medical and dental insurance prior to your appointment**

### **4. Full details are available at [www.tusd.org/benefits](http://www.tusd.org/benefits)**

### **5. If you are enrolling dependents in any core benefit program (medical, dental or vision) you must provide the following:**

- Social Security Numbers for any dependent 6 months or older  
Tax returns for dependent children or original birth certificate
- Tax returns for spouse (unless married within last 6 months)

If married within 6 months, souvenir copy of marriage certificate is acceptable

If you do not have the required dependent verification documents, your dependent will NOT be added to your plan.

### **6. You have 30 days from birth or adoption of a child to add them and 30 days from your marriage to add your spouse to your plan**

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