



STATE OF HAWAII
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
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February 16, 2022

FOR DISTRIBUTION TO EMPLOYEES

TO: Departmental Human Resource Officers
County Personnel Officers

FROM: Derek M. Mizuno, Administrator 

SUBJECT: EUTF Enrollment Tips for Employees

From time to time, EUTF will be sharing enrollment tips to assist employers and/or employees.

Newborn Enrollment and Supporting Documents

As a reminder, employees must file an EC-1/EC-1H form when they have a newborn. The dependent will not automatically be added to the EUTF plans. All requests to add a newborn must be accompanied by a copy of a birth certificate (a hospital certificate may be used temporarily as a proof of birth) and the newborn's Social Security Number (SSN) or Individual Tax Identification Number (ITIN) must be included on the EC-1/EC-1H form.

Social Security Number and Supporting Documents Reminder

Employees are required to submit a Social Security Number (SSN) for themselves and their dependents. If dependents do not have an SSN, employees must submit an ITIN. The EUTF will not process any enrollment until the SSN or ITIN is received.

In addition, as a reminder, all required supporting documents (e.g., marriage certificate, birth certificate, full-time student certification, divorce decree, letter from insurance carriers, etc.) must also be submitted with EC-1/EC-1H forms within 45-days of the qualifying life event (180 days for birth). No enrollment will be processed without the required supporting document. If the supporting documents are not submitted timely, EUTF will enroll only those eligible and reject enrollment changes for ineligible dependents. Please DO NOT use staples to secure documents.

EUTF's New Benefit Administration System

As a reminder, EUTF will be launching a new Benefits Administration System (BAS) in 2022. The new BAS will have self-service capabilities for members to review their health benefit enrollment and premiums, make open enrollment and life event changes including uploading of supporting documents. Look for more information to come later this year.

EUTF's Mission: We care for the health and well being of our beneficiaries by striving to provide quality benefit plans that are affordable, reliable, and meet their changing needs. We provide informed service that is excellent, courteous, and compassionate.

Change of Address

Counties, DOE and Judiciary employees who move or change addresses, must notify the EUTF. Go to the website at eutf.hawaii.gov, select *Forms, Active Employees*, and select the “*Address Change Form for Employees*”. Complete and submit the form to your employer or EUTF designee. You may also contact the EUTF at 808-586-7390 or toll free at 1-800-295-0089 to request that an “*Active Employee Address Change Form*” be mailed to you. **State of Hawaii Executive Branch, Hawaii Health Systems Corporation (HHSC), Legislature, and Office of Hawaiian Affairs (OHA) employees must update their mailing/home address using the Hawaii Information Portal (HIP). University of Hawaii employees must contact their employer to update their address.**

All employees must contact their employer to update their name, date of birth, or Social Security Number.

EUTF Pre-Retirement Health Benefits Workshops

Attend a Pre-Retirement Health Benefits Webinar and learn about the EUTF retiree health insurance benefits. It’s never too early to start planning for your future. Whether you plan to retire in a few months or a few years, join us for a 60-minute presentation to learn about your EUTF retiree health insurance benefits. We’ll cover:

- Dependent eligibility
- Health plan options
- Medicare
- Differences between active employee and retiree plan
- Completing the EC-2 enrollment form
- Premiums and contributions
- Making changes to your plans

Schedule of Webinars

Date	Time
4/4/2022	10:00 – 11:00am, 11:30am – 12:30pm
4/11/2022	
5/16/2022	
5/23/2022	
6/13/2022	
6/20/2022	

To access the webinar, go to eutf.hawaii.gov on the day of the event and select “Learning Center” in the menu bar. Click the “Webinar” button and select the desired webinar. Registration is not required.