

Spousal Coverage Certification – PACE & PSSA Employees

If you are a PACE or PSSA employee and plan to enroll your spouse in Princeton City Schools medical and/or dental coverage, you must complete the Spouse Coverage Certification Form prior to completing your benefit enrollment.

For PACE employees, a spouse is not eligible for Princeton medical and dental coverage as primary coverage if the spouse is eligible for coverage through their own employer and the cost of the employer's least expensive single coverage is 35% or less of the total premium cost. In that situation, the spouse may still be covered under Princeton as a secondary payer.

If your spouse is employed or retired with benefits available and you are enrolling them in Princeton City Schools coverage, the spouse's employer must complete the employer certification portion of the form and return it to Princeton City Schools.

The spouse's employer will be asked to verify whether medical and/or dental coverage is available, the employee's cost for the least expensive single coverage, and the effective date of the available coverage.

If your spouse's employment or insurance status changes during the year, you must notify Princeton City Schools within 31 days of the change.

Please complete and return the Spouse Coverage Certification Form before your American Fidelity enrollment appointment whenever spousal coverage is being elected.

Administrative & Non-Bargaining Employees

Administrative and Non-Bargaining employees should refer to the current Administrative/Non-Bargaining Handbook for benefit eligibility, coverage requirements, and applicable plan provisions.

The current handbook states that Administrative and Non-Bargaining employees generally follow the PSSA agreement for benefits, unless otherwise specified in the handbook.

Important: Administrative and Non-Bargaining employees are not eligible for the Board-paid HSA funds/contribution provided under the PSSA agreement.

Please review the current handbook and benefit materials carefully before making your benefit elections. If you have questions regarding how a benefit provision applies to your coverage, please contact the Princeton City Schools Payroll Department before completing your enrollment.