



# TORRANCE UNIFIED SCHOOL DISTRICT

2335 PLAZA DEL AMO  
P.O. BOX 2954  
TORRANCE, CALIFORNIA 90509-2954

TELEPHONE (310) 972-6036  
[www.tusd.org](http://www.tusd.org) Benefits@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.**

- **Within each Benefit plan year**, you have 30 (thirty) days from your date of hire to enroll in benefits
- The Benefit Plan Year runs from October 1 through September 30
- Annual Open Enrollment for each plan year is held August 1-31 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. **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 District fringe allocation, or you experience any other “qualifying event” in July or August, it will affect your benefits for the month of August and/or September and may result in a prorated amount due to the District or a refund owed to you

- 2.** Make your choice for medical, dental and vision coverage prior to your appointment. Full details for all plans are available at <https://www.tusd.org/benefits>.
- 3.** 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.
- 4. 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(s)

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.

- 5.** 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.

NEW HIRE APPOINTMENT DATE(S): \_\_\_\_\_