



**CITY OF WALTHAM**  
MASSACHUSETTS

**CITY AUDITOR**  
Paul G. Centofanti

**ASSISTANT CITY AUDITOR**  
Virginia A. Bergin

TO: City/School Employees  
FROM: Paul G. Centofanti, City Auditor *PMC*  
RE: Healthcare Coverage for Newborns  
DATE: September 1, 2020

The birth of a child is an extremely joyful and exciting event in one's life. One of the responsibilities as a parent is to enroll your child for health care coverage.

Generally, any new enrollment or changes to enrollment are only permitted during the City's annual enrollment period for each of its benefit programs. The only other time a new enrollment or a change to an enrollment is allowed is the occurrence of a qualifying event; such as the birth of a child. Also, there are limited time periods to elect coverage under a qualifying event situation. For a newborn child, it is within thirty (30) days from the date of birth.

To ensure that coverage is fairly provided to all eligible employees and their eligible dependents, the City's policy is to require all new enrollments or changes to enrollment to be administered by the Benefits Office located at 25 Lexington Street.

This allows employees to receive accurate information about each of the plan offerings, including benefit coverage and cost. It also allows the City to collect the required documentation, including a certified birth certificate, to verify each individual's eligibility for enrollment so they may have timely access to benefits.

Employees are not permitted to directly enroll a newborn child with the health insurance provider. The health insurance carriers have been advised to not accept direct enrollments from employees. A direct enrollment may result in the termination of coverage for your child.