# NEW HIRE FREQUENTLY ASKED QUESTIONS

Refer to the Benefit Enrollment Guide and/or Benefits Summary & Master Policy at [www.jordandistrict.org/departments/insurance](http://www.jordandistrict.org/departments/insurance)

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<th>Q</th>
<th>WHEN DOES MY INSURANCE START?</th>
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| A | • Insurance coverage will be effective on the first day of the month following your contract start date.  
• New Hire Enrollment Form **MUST** be received at the District Insurance office within 30 calendar days of your contract start date.  
• If enrolling any family members please provide copies of:  
  • Marriage Certificate  
  • Current Year 1040 Federal Tax Form (1st page only-black out financial information) if married more than one year.  
  • Birth certificates for children  
  • Other as needed  
• Please submit your forms as soon as possible so you receive your Member ID cards prior to insurance effective date.  
• If not enrolling in benefits, you will still need to submit your New Hire Enrollment form and enroll yourself and your dependents in the Basic Life Insurance that is provided by the district ($50,000 employee/$2,000 dependents). |

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<th>WHEN DOES MY FIRST PREMIUM START COMING OUT OF MY PAYCHECK?</th>
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| A | **Traditional Schools**: Your first premium will be deducted out of your September paycheck if your enrollment form and necessary documents are received before September 1. If received after this date, you may have 2 premiums taken on your October Check.  

**Year-Round Schools**:  
2 premiums will be deducted from your September paycheck unless you are eligible and have chosen a 13-Pay Option. If so, your first premium will be deducted from your August paycheck. Forms must be received by August 1. |

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<tr>
<th>Q</th>
<th>WHAT IS THE DIFFERENCE BETWEEN THE PEHP NETWORKS: ADVANTAGE &amp; SUMMIT (Refer to the Benefit Enrollment Guide)</th>
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| A | **Advantage**: Generally providers within the Intermountain Health Care (IHC) facilities.  
  (Intermountain Medical Center, Riverton, Cottonwood, Alta View, etc.)  
**Summit**: Generally Non-IHC providers  
  (University of Utah, St. Marks, Jordan Valley, Salt Lake Regional, etc.)  
Check on-line at [www.pehp.org](http://www.pehp.org) for the most current list of physicians in each network. After logging in click on "Find a Provider and Costs" on the bottom of the page.  
Or call PEHP at 801-366-7555 or 800-765-7347. |
**Q** HOW DO I SUBMIT MY NEW HIRE FORM TO THE JSD INSURANCE OFFICE  
**A**  
- Drop off at the Insurance Department (Jordan Landing)  
- Fax (801-567-8070)  
- Scan and email (See emails below)  
- US Mail (7387 S. Campus View Dr., West Jordan, UT 84084)  

**FLEX SPENDING** (Refer to the Benefit Enrollment Guide for additional Q&A’s)  
**Flexible Spending Election:**  
- New Hires: Due in District Office within 30 days of your contract start date.  

**Q** If I have any questions regarding flex spending:  
**A** Please call PEHP Flex Spending at 801-366-7503 or 800-753-7703  

**MISC**  
**FYI** Please login to Employee Access each month to ensure that your check is correct.  
**FYI** We will communicate via your Jordan District email. Please be checking all year round.  

**ANY QUESTIONS CONTACT THE JSD INSURANCE SERVICE OFFICE**  
Kori Thaxton: 801-567-8146  
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