

You are eligible to receive benefits through the Town of Swampscott. Please contact the Benefits Office to set up an appointment to discuss these benefits. **You have 10 calendar days from your first day of employment to enroll.** Please call the Benefits Office at 781-596-8810 to set up an appointment or with any questions.

Please bring this paper with you to enroll.

Please be advised: Health Insurance Benefits begin on the first day of the month following sixty (60) days or two (2) full calendar months of employment, whichever is less.

First day of employment is between:	Coverage begins on:
January 2 – February 1	April 1
February 2 – March 2	May 1
March 3 – April 2	June 1
April 3 – May 2	July 1
May 3 – June 2	August 1
June 3 – July 3	September 1
July 4 – August 2	October 1
August 3 – September 2	November 1
September 3 – October 2	December 1
October 3 – November 2	January 1
November 3 – December 3	February 1
December 4 – January 1	March 1

For enrollment, there are certain documents that are required and must be brought to your enrollment appointment.

- For spousal coverage – copy of your certified (not church/temple) marriage certificate and Social Security Number.
- For former spouse coverage – copy of legal separation agreement or divorce decree
- For dependent coverage – copy of birth certificate(s), adoption papers, or legal guardian papers and Social Security numbers.

There may be additional paperwork required depending on the situation. Any additional requirements will be provided during your appointment.