





STATE OF CONNECTICUT  
RETIREMENT & BENEFIT SERVICES DIVISION  
OFFICE OF THE STATE COMPTROLLER

## Instructions for CO-1048QR

This Form is for use by a State of Connecticut Employee or Retiree (Subscriber) who wishes to enroll a child who is age 19 or over, and is a Dependent of the Subscriber as defined by the Internal Revenue Code §152, and is an eligible child under Public Act 08-147. A separate Form must be filed for each Qualified Child.

### Subscriber Procedure

#### 1. Employees

- a. Request the CORE-CT Enrollment Statement from your employing agency, and complete all information to enroll the child.
- b. If adding a new child to your medical plan will change your Option (Coverage Class), refer to the Employee section of the *State Employee Health Plan Qualified Child Payroll Information* to determine the amount of the any additional Bi-Weekly payroll deduction.
- c. All questions regarding payroll deductions must be directed to your agency benefits office.

#### 2. Retirees

- a. Contact the Comptroller's Retirement Health Insurance Unit and request the Retirement Health Insurance Enrollment Application CO-1048-R.
  - b. If adding a new child to your medical plan will change your Option (Coverage Class), refer to the Retiree section of the *State Health Plan Qualified Child Payroll Information* to determine the amount of any additional Monthly deduction from your pension check.
  - c. All questions regarding deductions and taxable income must be directed to the Comptroller's Retirement Health Insurance Unit at (860) 702-3533.
3. The Subscriber and Child must sign the Application in the presence of a Notary, who must sign the Affidavit and affix his/her Seal.
  4. Complete all information on the Application
  5. Submit the following to the Subscriber's employing agency or the Comptroller's Retirement Health Insurance Unit as applicable:
    - a. Original Signed and Notarized Application
    - b. Non-Qualified Child's Birth Certificate or other Proof of Age and Relationship
    - c. Proof of Connecticut Residency. If the child does not reside in Connecticut, proof of current enrollment in an out-of-state institution of higher education is required.
    - d. Attach a copy of your most current IRS Form 1040 that includes the Name and SSN of the child you are enrolling

### Agency Procedure

1. Date-stamp the CO-1048QR upon receipt from the Subscriber.
2. If all documentation is complete, enroll the child using normal CORE-CT benefit procedures, and provide a Confirmation Statement to the employee.
3. If the Affidavit and/or supporting documentation is not complete, contact the employee to correct the information. Agency staff may contact the Central Benefits Unit if there are any questions as to the acceptability of documentation.
4. Place a copy of the Enrollment Statement and CO-1048QR in the employee's personnel folder.

Please refer to Comptroller's Memorandum 2008-35 Revised for further information.