

# Retiree Appeal Request Form - 2016 Enrollment



An appeal is a request from a retiree who is requesting an eligibility exception due to an error in enrollment or an extenuating circumstance.

The benefit liaison should submit this form along with supporting documentation and a copy of a completed 2016 Retiree Enrollment Form to ADOA Benefit Services Division , 100 N. 15th Ave., Suite 103, Phoenix, AZ 85007 ATTN: Member Services - Appeals or fax to: 602-542-4744 or email to: [benefitsissues@azdoa.gov](mailto:benefitsissues@azdoa.gov), Subject: "2016 Appeal"

**Please check off the selection(s) that best describes your appeal:**

- |   |   |
|---|---|
| <input type="checkbox"/> Request for change submitted more than 31 days after eligible date | <input type="checkbox"/> Marriage                       |
| <input type="checkbox"/> Error with enrollment  | <input type="checkbox"/> Birth/Adoption                 |
| <input type="checkbox"/> Extenuating circumstances in which elections must be changed       | <input type="checkbox"/> Divorce/Legal Separation       |
| <input type="checkbox"/> Moved out of area  | <input type="checkbox"/> Gain or Loss of other coverage |
| <input type="checkbox"/> Did not enroll during New Retiree Enrollment period                | <input type="checkbox"/> Death of spouse/dependent      |

Is this a second appeal? Yes  No  If yes, an appeal is a request to change a previous adverse decision made by ADOA- Benefit Services Division. You may appeal the adverse decision related to your coverage.

Name (Last)	(First)	(MI)	Employee EIN or SSN
Street Address		City, State, Zip Code	
Email Address	Phone Number	Phone Number (alternate)	

**Please provide an explanation of your situation that requires an appeal and the action you are requesting:**

Large empty text area for providing an explanation of the situation and the requested action.

Retiree Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR ADOA USE ONLY**

APPROVED  DENIED DATE \_\_\_\_\_ REVIEWER: \_\_\_\_\_