

Qualifying Life Events and Your Health Benefits



You have **30 days**
to make changes to
your health benefits
when you have a
**Qualifying
Life Event**
such as:



- ◆ Marital Status (Marriage, Divorce, Death, Legal Separation & Annulment)
- ◆ Number of Dependents (Birth, Adoption, Death, Divorce)
- ◆ Employee, Spouse or Dependent Employment Status (Gaining or Ceasing eligibility)
- ◆ Dependent Child Status (Gaining or Losing eligibility)
- ◆ Change in Residence (Moving out of service area which affects eligibility)
- ◆ Judgement, Decree or Court Order (Consistent with plan eligibility)
- ◆ Medicare & Medicaid (Gaining or Losing eligibility)
- ◆ Significant Cost or Coverage Change (Change in Benefit Package Options or Cost)
- ◆ Unpaid FMLA
- ◆ Gain or Loss of Other Coverage

Requests to change your health benefits, along with supporting documentation (e.g. marriage certificate), are required to be **submitted within 30 days** of a qualifying life event.

**To submit a request, please contact your
Business Office Manager.**