



LIFE EVENTS/CHANGE IN STATUS

The following family status change or “qualifying event” allow an employee to make a change to their benefits (*medical, dental, vision and flexible spending accounts*) outside the open enrollment period, **but within 30 days** following the Family Status Change date:

- Marriage, divorce or annulment
- Birth of a child
- Adoption of a child or award of legal guardianship
- Death of a spouse or dependent
- Change in dependent status
 - a) Attainment of a particular age by a dependent (age 19 or 24)
 - b) College Graduation
 - c) Child regains/loses student status
- Loss/gain of coverage through your spouse due to:
 - a) Spouse being laid off of work
 - b) Spouse’s termination of employment
 - c) Commencement of spouse’s employment
 - d) Commencement or return from an unpaid leave of absence

Change in benefit elections resulting from a change in family status must be consistent with the family status change. If you wish to make a change to your coverage, you will need to complete and submit the following to the Benefit Office:

- A Health Benefits Enrollment/Change Application form
- Documentation/proof of reason for requested change
- **Changes must be requested and form completed within 30 days of the qualifying event**
- Changes will be effective the first day of the month following the date the completed request for enrollment/change is received in the Benefit Office, except for birth of a child will be effective the date of birth

OTHER FORMS YOU MAY NEED DUE TO FAMILY STATUS CHANGE:

Please send completed forms to the Benefit Office

W-4 Form

Beneficiary Change Form for Basic Life Insurance

Name/Address Change Form – (*send to the Human Resources Department*)