

Benefit Changes During the Plan Year

Qualifying Events | Special Enrollment Events

*Events	Notify HR/Benefits within	Effective Date	Examples of Required Documentation
Birth	Medical 60 days All Other Benefits 31 days	Date of Change	Birth Certificate
Adoption	31 days	Date of Change	Court Documents
Marriage	31 days	1st of the month following Date of Change	Marriage License Declaration of Common Law Marriage
Divorce	31 days	1st of the month following Date of Change	Divorce Decree
Loss of Coverage	31 days	1st of the month following Date of Change	Proof of Loss of Coverage
Employment Change	31 days	1st of the month following Date of Change	Documentation for Employer
Dependent No Longer Eligible	31 days	1st of the month following Date of Change	Proof of Ineligibility
Death	31 days	1st of the month following Date of Change	Death Certificate

***Events or reasons are specified in the Federal IRS Code under Section 125**