

## Change in Family Status for Insurance

A qualifying change in family status is a change in personal circumstances that affects your family's benefit needs. Documentation of the event will be required.

Some examples of qualifying events are:

- You are married or divorced
- You have a new baby or adopt a child
- Your spouse or dependent child dies
- Your child is no longer eligible due to age
- Your eligibility for benefits under another group plan changes
- You or a family member gains or loses coverage under another group insurance plan
- A judgment, decree or order requiring coverage
- Your spouse has an open enrollment period at his/her place of employment
- You or your dependent becomes eligible for Medicare or Medicaid
- A change of employment by you or your spouse affecting benefits
- COBRA coverage is exhausted

You must provide proper documentation when requesting a change in coverage outside of the annual Open Enrollment period, and the change must be made within 31 days of the qualifying event.