

Qualifying Status Change

If you have a qualifying status change, you may be able to change your benefits before the next Open Enrollment.

Qualifying Status Includes

LOSS OR GAIN OF COVERAGE

- You gain coverage through your spouse or registered domestic partner
- Your dependent(s) have a change in employment and benefits are lost

CHANGE OF FAMILY STATUS

- Marriage
- Registered Domestic Partnership
- Birth
- Death
- Adoption
- Legal Guardianship
- Divorce or Legal Separation

CHANGE IN JOB STATUS

- Change in work schedule for you or your dependents (part-time to full-time, etc.)

Required Documents

The following applicable documents must be presented to the Health Benefits department when enrolling dependents or for changes due to a qualifying status change.

Email BENEFITS@AUHSD.US for an appointment.

- Certified Birth Certificates
- Social Security Cards or ITIN's (or equivalent document)
- Certified Marriage Certificate
- Final Adoption paperwork
- Final Divorce or Legal Separation paperwork
- Legal Guardianship Orders
- Certificate of registered Domestic Partnership
- Proof of Loss for all new enrollees
- Death Certificate

You must notify the Health Benefits department within 30 days of the change.