

Qualifying Life Event

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

Qualifying Life Events - Include

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 life event.

Email BENEFITS@AUHSD.US for additional information.

- 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.

Qualified Life Event - Adding a Family Member to Your Health Benefits

	Marriage	Birth of a Child	Adopting a Child	Obtaining Legal Guardianship of a Child	Other Qualifying Life Event	Establishing a Domestic Partnership
Contact Information	Contact the Benefits Department for enrollment instructions - benefits@auhsd.us ALL LIFE EVNTS LISTED MUST COMPLETE A QUALIFIED LIFE EVENTS FORM					
Verifying documents	<ul style="list-style-type: none"> • Original marriage certificate from the county office • Original Social Security card or another IRS approved document with SSN. <p>Documents must be uploaded within 30 days of getting married.</p>	<ul style="list-style-type: none"> • Original birth certificate from the county office • Original Social Security card or another IRS approved document with SSN. <p>Documents must be uploaded within 30 days of birth.</p>	<ul style="list-style-type: none"> • Original final adoption paperwork • Original or reissued Social Security card or another IRS approved document with SSN. • Reissued birth certificate <p>Documents must be uploaded within 30 days of final adoption.</p>	<ul style="list-style-type: none"> • Original final guardianship paperwork • Original Social Security card or another IRS approved document with SSN. • Original birth certificate <p>Documents must be uploaded within 30 days of legal guardianship.</p>	<ul style="list-style-type: none"> • Proof of loss or another IRS approved document with SSN. • Original birth certificate • Original marriage certificate if applicable <p>Documents must be uploaded within 30 days of loss.</p>	<ul style="list-style-type: none"> • State registered domestic partnership certificate • Original Social Security card or another IRS approved document with SSN. <p>Documents must be uploaded within 30 days of receipt of registered domestic partnership.</p>
Benefits start date for newly added dependent(s)	Medical benefits start on date of event; all other benefits start first of the month after date of event.				First of the month after date of event.	Medical benefits start on date of event; all other benefits start the first of the month after the date of event.
Beneficiary Form	Consider updating: • Group life insurance - contact the Benefits department / • Final paycheck - contact your HR department • Retirement/Pension - contact CalSTRS or CalPERS, 403b / • Voluntary plans - contact your carriers, i.e. American Fidelity					
Tax Withholding	When you add a family member to your benefits, you also may want to change your tax withholdings. You can contact your payroll department to assist you with proper forms.					If you are adding your domestic partner or your partner's children, the value of AUHSD's portion of your medical, dental and vision coverage for anyone who is NOT your tax dependent is considered imputed income and may be subject to FICA (Social Security and Medicare) taxes, federal income tax and any other required payroll tax. Contact your tax professional for assistance.
Other	Consider contacting American Fidelity if you are enrolled in their voluntary plans					

Qualified Life Event - Dropping a Family Member from Your Health Benefits

	Dissolution of Marriage	Legal Separation	Child Aging Out (age 26)	Termination of a Domestic Partnership	Death of a Dependent	Drop a Dependent Due to Other Coverage
Contact Information	Contact the Benefits Department for drop instructions - benefits@auhsd.us LIFE EVNTS LISTED MUST COMPLETE A QUALIFIED LIFE EVENTS FORM					
Verifying documents	<ul style="list-style-type: none"> • Final Court Judgement Document must be uploaded within 30 days from the final judgment date.	<ul style="list-style-type: none"> • Legal Separation Agreement Document must be uploaded within 30 days from the legal separation agreement date.	<p>None</p> <p><i>Qualified Life Event form NOT REQUIRED.</i></p>	<ul style="list-style-type: none"> • Termination of partnership by the California Secretary of State or the California Superior Court Document must be uploaded within 30 days of final date.	<ul style="list-style-type: none"> • Original death certificate Mail death certificate upon receipt. <i>Qualified Life Event form NOT REQUIRED.</i>	<ul style="list-style-type: none"> • Proof of other coverage Upload proof of coverage within 30 days of new coverage.
End of benefits for dropped dependent(s)	Benefits drop at the end of the month of the final judgement date.	Benefits drop at the end of the month of the legal separation agreement date.	Benefits automatically end at end of the 26th birth month. No additional action required.	Benefits drop at the end of the month after termination of one of the documents listed above.	Benefits end on the date of death.	Benefits drop at the end of the month of the new coverage start date.
Coverage extension for COBRA	YES COBRA packets are mailed from the COBRA administrator				NO	NO
Beneficiary Form	Consider updating: • Group life insurance - contact the Benefits department / • Final paycheck - contact your HR department • Retirement/Pension - contact CalSTRS or CalPERS, 403b / • Voluntary plans - contact your carriers, i.e. American Fidelity					
Tax Withholding	When you have a life change sometimes you may need to change your tax withholdings. Contact your payroll department to assist you with the proper forms.					
Other	Consider contacting American Fidelity if you are enrolled in their voluntary plans					