

LIFE EVENT DOCUMENTATION

Full-Time Employees

Life Event	Required Documentation
Change in Marital Status	
Marriage	Marriage Certificate/Marriage License showing date of marriage
Divorce	Divorce Decree
Annulment	Legal documents including ending of health care responsibility
Legal Separation	Certified copy of divorce petition or affidavit of marital separation status
Death of Employee/Spouse	Death Certificate
Change in Dependent Child(ren)	
Birth	Birth Certificate/Birth Facts/Verification of Birth
Adoption	Legal Adoption Agreement
Death of Dependent	Death Certificate
Medical Support Order	Medical Support Court Order showing the effective date on the order
Dependent Child Loses Benefits Eligibility Due to Age (Age Max 26)	
Add Self (Age 26)	PDF copy of documentation from employer on company letterhead/ COBRA letter with effective/termination date
Add Spouse (Age 26)	
Drop Dependent (Age 26)	Health Insurance "Aging Off" Letter
Change in Spouse Employment Status	
Spouse Or Dependent Loses/Gains Eligibility	PDF copy of documentation from employer on company letterhead/ COBRA letter with effective/termination date
Spouse Open Enrollment	Copy of Open Enrollment Documentation
Spouse Increase/ Decrease In Work Hours And Cost (Leave Of Absence, Full-Time To Part-Time, Part-Time To Full-Time)	PDF copy of documentation from employer on company letterhead/ COBRA letter with effective/termination date
Change in Employee/Dependent Coverage Status	
Employee Or Dependent Loses/Gains Eligibility	PDF copy of documentation from employer on company letterhead/ COBRA letter with effective/termination date
Change in SCHIP/Medicaid/Medicare	
Employee/ Spouse on Medicare	Documentation from (state/Department of Health & Human service)/Letter from Medicaid of Children Health Insurance Plan (CHIP) stating when coverage terminated or began
Medicaid Eligible	
Medicaid Ineligible	
SCHIP Eligible	
SCHIP Ineligible	Medicare Card showing Part A and B with effective date
Medicare Eligible	

Please submit benefit elections and documentation within 30 days of the event date.