

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 and appointment. benefits@auhsd.us					
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>Bring documents 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>Bring documents 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>Bring documents 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>Bring documents within 30 days of legal guardianship.</p>	<ul style="list-style-type: none"> • Proof of loss • Original Social Security card or another IRS approved document with SSN. • Original birth certificate • Original marriage certificate if applicable <p>Bring documents 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>Bring documents 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 - <i>contact the Benefits department</i> / • Final paycheck - <i>contact your HR department</i> • Retirement/Pension - <i>contact CalSTRS or CalPERS, 403b</i> / • Voluntary plans - <i>contact your carriers, i.e. American Fidelity</i>					
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					

Dropping a Family Member from Your Health Benefits

	Dissolution of Marriage	Legal Separation	Child Aging Out (age 26)	Death of a Dependent	Termination of a Domestic Partnership	Drop a Dependent Due to Other Coverage
Contact Information	Contact the Benefits Department for drop instructions and appointment. benefits@auhsd.us					
Verifying documents	<ul style="list-style-type: none"> • Final Court Judgement Bring document within 30 days from the final judgment date. 	<ul style="list-style-type: none"> • Legal Separation Agreement Bring document within 30 days from the legal separation agreement date. 	None	<ul style="list-style-type: none"> • Original death certificate Mail death certificate upon receipt. 	<ul style="list-style-type: none"> • Termination of partnership by the California Secretary of State_or the California Superior Court Bring document within 30 days of final date. 	<ul style="list-style-type: none"> • Proof of other coverage Bring 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 end on the date of death.	Benefits drop at the end of the month after termination of one of the documents listed above.	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		
Beneficiary Form	Consider updating: • Group life insurance - <i>contact the Benefits department</i> / • Final paycheck - <i>contact your HR department</i> • Retirement/Pension - <i>contact CalSTRS or CalPERS, 403b</i> / • Voluntary plans - <i>contact your carriers, i.e. American Fidelity</i>					
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					