

Event Documentation Requirements

Qualifying Life Event (Mid-Year Change)	Required Documents
New Hire/Newly Eligible	<ul style="list-style-type: none"> Documentation to verify dependent eligibility (see page 2) - within 31 days of the date of hire/newly eligible date.
Annual Enrollment <ul style="list-style-type: none"> <i>Closed enrollment for a Spouse, with the exception of Vision Hardware and supplemental life/AD&D coverage</i> 	<ul style="list-style-type: none"> Documentation to verify dependent eligibility for any new dependents being added to coverage (see page 2) - within the Annual Enrollment period dates. Dependent enrollment during the Annual Enrollment period is based on Plan restrictions (closed enrollment for a Spouse).
Marriage/Common-Law Marriage	<ul style="list-style-type: none"> Proof of legal Marriage/Common-Law Marriage - within 63 days of the event, AND Documentation to verify dependent eligibility for any new dependents being added to coverage due to the event (see page 2).
Divorce/Annulment/Legal Separation	<ul style="list-style-type: none"> Copy of Divorce Decree/Annulment/Legal Separation documents signed by the court - within 30 days of the event.
Birth/Adoption/Court-Ordered Legal Guardianship/Court -Ordered Legal Custody	<ul style="list-style-type: none"> Copy of a Birth Certificate/Birth Record/Proof of Adoption/Proof of Court-Ordered Legal Guardianship/Proof of Court-Ordered Legal Custody - within 63 days of the event.
Qualified Medical Child Support Order (QMCSO)	<ul style="list-style-type: none"> Copy of the court order - within 63 days of the order.
Death	<ul style="list-style-type: none"> Copy of the death certificate/obituary - within 30 days of the event.
Gains Eligibility for Other Coverage	<ul style="list-style-type: none"> Proof of becoming newly eligible for other coverage, which verifies eligibility and the date the other coverage begins - within 63 days of the event.
Loses Eligibility for Other Coverage	<ul style="list-style-type: none"> Proof of loss of eligibility for other coverage, which verifies the loss and the date the other coverage ends - within 63 days of the event, AND Documentation to verify dependent eligibility (see page 2).
Overage Dependent Child (Age 26)	<ul style="list-style-type: none"> No documentation is required, process occurs automatically to remove the child from coverage based on DOB of the child.
Covered Disabled Dependent Child (Age 26+) <ul style="list-style-type: none"> <i>Applies to medical coverage only</i> <i>Children 26+ cannot be added to coverage</i> 	<ul style="list-style-type: none"> The child's incapacity must be determined before the date the unmarried child's coverage would otherwise terminate (age 26). The child must be dependent upon the Subscriber for support and maintenance and be incapable of self-supporting employment. Proof the child is dependent upon the Subscriber, must be submitted to the Plan within 31 days of the date the child's coverage would otherwise terminate (age 26). The Social Security Administration (SSA) must have determined that the child is disabled and qualifies for disability benefits through Social Security Disability Insurance (SSI) or Supplemental Security Insurance (SSI), AND Copy of the front page of the most recent tax-return which indicates the disabled child is a qualified tax dependent. (<i>Any financial information may be blacked out.</i>) Re-certification of the covered disabled dependent child's incapacity will be required annually.

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Dependent Relationship	Required Documents
Legal Spouse/Common-Law Spouse	<ul style="list-style-type: none"> • Marriage certificate or completed affidavit of common-law marriage (with notary seal/stamp and stamp from the county clerk and recorder’s office showing the date the affidavit was filed), OR • Copy of the front page of the most recent tax-return showing the tax filing status as “Married”. <i>(Any financial information may be blacked out.)</i> <p><i>Legally separated or divorced spouses are not eligible for coverage.</i></p>
Dependent Child (under age 26)	<p>For each dependent child being enrolled:</p> <ul style="list-style-type: none"> • Copy of a birth certificate, hospital birth record, adoption order or pre-adoption papers, OR • Copy of the front page of the most recent tax-return showing the child as a tax dependent. <i>(Any financial information may be blacked out.)</i>, OR • Documentation of the court-ordered legal guardianship, the court-ordered legal custody, or a court-ordered Qualified Medical Child Support Order (QMCSO). <p><i>A disabled dependent child age 26+ cannot be added to coverage.</i></p>
Dependent Step-Child (under age 26)	<p>For each dependent child being enrolled:</p> <ul style="list-style-type: none"> • Documentation listed above for a legal spouse/common-law spouse if the spouse is not enrolled, AND • Copy of a birth certificate, hospital birth record, adoption order or pre-adoption papers, OR • Copy of the front page of the most recent tax-return showing the child as a tax dependent. <i>(Any financial information may be blacked out.)</i>, OR • Documentation of the court-ordered legal guardianship, the court-ordered legal custody, or a court-ordered Qualified Medical Child Support Order (QMCSO). <p><i>A disabled dependent child age 26+ cannot be added to coverage.</i></p>