Documents Required for Qualifying Life Events

***Note: All Documentation must be loaded into the Benefits Portal for approval.**

Qualifying Life Event	Documentation Accepted	Timeline to make change
Adoption	Adoption Record or Placement for Adoption	60 days from adoption date
Birth	Birth Certificate	60 days from birthdate
Change in Residence (Moving away or into plan service area)	• Driver's license or state ID • Utility bill or property tax bill • Rental, lease or mortgage agreement Vehicle registration • USPS "change of address" receipt or documentation • Documentation showing you moved into the country (green card, education certificate, visa, etc.)	30 days
Court Order	Court Order or Child Support Order	N/A
Death of Dependent	Death Certificate	30 days from date of death
Divorce	Divorce Decree	30 days from divorce date
Gain of Other Coverage	Letter from employer or insurance carrier stating date new coverage began	30 days from date coverage begins
Gain of Medicaid/CHIP	Documentation from Department of Health, Medicaid or CHIP indicating date new coverage began	60 days from date coverage begins
Legal Guardianship	Legal Guardianship Document	30 days from legal guardianship date
Loss of Dependent Child Status	Proof of prior qualifying health coverage including date past coverage ended	30 days from date coverage ended
Loss of Medicaid/CHIP	Documentation from Department of Health, Medicaid or CHIP indicating date past coverage ended	60 days from date coverage ended
Loss of Other Coverage	Letter from employer or insurance carrier stating the date past coverage ended	30 days from date coverage ended
Marriage	Marriage License	30 days from date of marriage
Medicare Eligible	Letter from SSA stating when Medicare coverage began	30 days from date coverage begins
Other	Please consult with HR if your QLE does not match one of the Life Events listed	N/A

New Hires & Current Employees

Note: If you intend to cover a spouse and/or children on your insurance plans you will need the following documentation to verify eligibility:

- Spouse: copy of marriage certificate
- Children: copy of children's birth certificates, adoption paperwork or legal guardianship documents