

Qualifying life events

Acceptable documentation

You generally can change your benefit elections during the year only if you have a qualifying life event. To ensure eligibility, you will be asked to provide proof of the life event, as outlined below.

Qualifying life event	Acceptable documents
Adoption or custody of a child	Copy of legal adoption paperwork or Copy of amended birth certificate naming you as the parent or Copy of court guardianship or custody paperwork
Birth	Copy of birth certificate or Hospital record of birth or hospital discharge paperwork
Death of a dependent	Copy of certified death certificate
Divorce	Copy of divorce decree
Domestic partner (and their children) becomes eligible for benefits	Domestic partner attestation form , available in PlanSource
Enrollment in Medicaid or Medicare	Official documentation of active enrollment in Medicaid or Medicare Part A or Part B with coverage effective dates
Gain of other coverage (for yourself or a dependent)	Document describing the coverage, who is covered, and the coverage effective date
Loss of other coverage (for yourself or a dependent)	Document from the prior plan confirming coverage termination, who lost coverage, and the coverage termination date or Official state document confirming termination of Medicaid or CHIP coverage, who lost coverage, and the coverage termination date
Marriage	Copy of certified marriage certificate with stamp or seal