

# IMPORTANT BENEFIT INFORMATION

## Qualifying Event Guidelines

It is the **employee's responsibility** to notify the district **Benefits Administrator** of any qualifying event. Any changes to medical enrollment must be completed **within 30 days** of a qualifying event.

**Qualifying events include, but are not limited to:**



Marriage or Divorce



Birth or Adoption



Death



Loss of Other Coverage



Entering a Health Plan Service Area

**Proof of the qualifying event will be required. Acceptable proof would be:**

- Marriage certificate or final divorce decree
- Birth certificate or adoption papers
- Death certificate
- Document from other carrier/employer stating loss of coverage, reason, effective date
- Proof of residency from both new and former address (utility bills, lease or mortgage documents)

If a dependent child or spouse/domestic partner disenrolls from the plan for any reason, they may re-enroll during open enrollment or due to a qualifying event. If re-enrolling due to a qualifying event, confirmation of the qualifying event is required (as noted above).

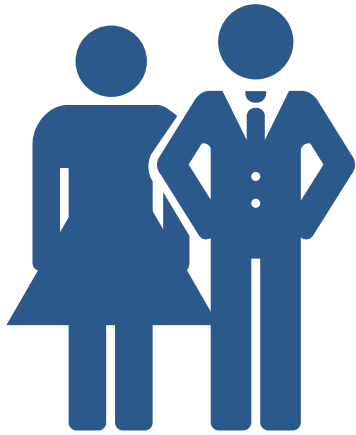
## Special Enrollment Periods

An employee **not previously enrolled** may enroll along with any eligible dependent(s) **within 30 days** of the following qualifying events:

- Marriage or establishment of domestic partnership
- Birth, adoption or placement for adoption
- Loss of other coverage
- See health plan evidence of coverage for additional information on special enrollment periods

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### EMPLOYEE RESPONSIBILITY

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### QUALIFYING LIFE EVENTS



#### Qualifying events include, but are not limited to:

Marriage or Divorce | Birth or Adoption | Death  
Loss of Other Coverage | Entering a Health Plan Service Area

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