

Making Changes to your Medical/Dental/FlexServe Enrollments

To make changes in your medical, dental or FlexServe coverage outside of the Open Enrollment period, you must have a change in family status. The coverage change must be consistent with the family status change.

Family status changes include:

- Change in legal marital status, including marriage, divorce, legal separation, or annulment;
- Death of your spouse/same-sex domestic partner or last eligible dependent child;
- Birth or adoption of your first eligible dependent child;
- Change in last dependent child's eligibility because of age or student status;
- Commencement or termination of employment for you, spouse, or dependent;
- Change in your or your spouse's employment status from part time to full time, or from full time to part time
- Change in the place of residence or worksite for you, spouse, or dependent

A request for change in your coverage due to a family status change must be made within 30 days of the date of change. Evidence of the family status change may be requested.

Please see Kathi Bump as soon as possible if you wish to make a benefit coverage change due to a family status change.