

Qualifying Events

Marriage	Divorce
Birth of a Child	Adoption of a Child
Death	Loss or Gain of Coverage

If you have the following change in status	You must provide the following within 30 days of the event
Marriage	
You wish to add spouse and/or child(ren)	Marriage Certificate Birth Certificate SSN for all
You wish to drop coverage	Proof of Coverage Letter under spouse's plan showing coverage start date
Divorce	
You must drop coverage for spouse and any stepchild(ren) who cease to be your dependents	Final signed divorce decree
You wish to enroll self and/or your eligible child(ren) under the plan	Proof of Coverage Letter under spouse's plan showing coverage end date
Birth of a Child	
You wish to add new child	Birth certificate and social security number
You wish to add new child, spouse, and/or other child(ren)	Marriage Certificate Birth Certificate SSN for all
Adoption of a Child	
You wish to add new child	Adoption or Court-ordered placement papers to include date of birth and SSN for child
You wish to add new child, spouse, and/or other child(ren)	Adoption or Court-ordered Placement Papers Marriage Certificate Birth Certificate for other child(ren) SSN for all
Death	
Death of spouse and/or dependent child(ren)	Death Certificate to remove dependent
Loss or Gain of Coverage	
Loss of coverage under other plan and want to enroll self, spouse, and/or dependent child(ren) in City's plan	Proof of Coverage Letter showing coverage end date Marriage Certificate Birth Certificate SSN for all
Gain of coverage under other plan and want to cancel City's plan	Proof of Coverage Letter showing coverage start date