

Need to change your benefits before Open Enrollment - See if you are eligible for a qualifying event!

## 30 DAYS

30 days is all the time you have to add a new dependent when a qualifying event occurs. All insurance carriers allow 30 days within which you can enroll or delete a dependent. Remember, it is the employee's responsibility to complete all dependent changes on your insurance coverage within 30 days of the initial qualifying event by completing the Life Event change on BenefitBridge. For instructions on how to complete this process online, please contact the Benefits Department

### WHAT IS A QUALIFYING EVENT?

Coverage for your new dependents is **NEVER AUTOMATIC**, action on your part is **ALWAYS REQUIRED!** If you do not add your dependent(s) within the 30-day time frame, you will need to wait until the next Open Enrollment period.

Some examples of when you must take action to add or delete a dependent are: Marriage  
Birth or Adoption  
Dependent discharge from the Military  
Divorce  
Dependent child has reached the age of 26  
Loss of other insurance

In addition, dependent children are covered up to age 26. If you have purchased voluntary life and/or voluntary AD&D coverage for your children, it is important to remember that once your youngest child reaches age 26, it is your responsibility to notify the Benefits Office to remove the dependent coverage. Once the district is notified, your payroll deduction will be adjusted.