Member checklist

Adding a dependent due to birth



This checklist can help guide you through the process of adding a dependent to coverage. Please note, not all items apply to all members.

Applicable insurance changes

You must make changes within 31 days of the special eligibility situation. You cannot drop coverage; you can only change or add coverage.¹ Health, dental, vision and Dependent Life-Child changes are effective on the date of birth. Optional Life and Dependent Life-Spouse changes are effective on the first day of the month following the request if no medical evidence is needed; otherwise, it is effective on the first day of the month following approval.

Enroll in or change coverage level if adding a spouse and/or child(ren):

- Health plan.
- Dental plan.
- □ Vision plan.

Enroll in or increase:

- Optional Life insurance up to \$50,000 without medical evidence. More than \$50,000 requires medical evidence.
- Dependent Life-Spouse insurance up to \$10,000 or \$20,000 without medical evidence. More than \$20,000 requires medical evidence.

Other changes:

- Enroll in Dependent Life-Child insurance.
- Enroll in or increase MoneyPlus flexible spending accounts.
- Enroll in or change Health Savings Account, if applicable.
- **D** Update life insurance beneficiaries, if applicable.

¹This event may be a special eligibility situation under your spouse's coverage. If you elect coverage under your spouse's plan, you can make changes to your coverage following the gain of other coverage rules.

Applicable retirement changes

- □ Update retirement plan beneficiaries with PEBA.
- Update State ORP beneficiaries with service provider, if applicable.
- Update Deferred Comp beneficiaries with third-party administrator, if applicable.

Member to-do's

- Review the *Insurance Summary* and *Insurance Benefits Guide*.
- Elect insurance coverage changes in MyBenefits and upload required documentation.
- Complete a <u>Notice of Election</u> and electronic MetLife
 Statement of Health if medical evidence is required for
 life insurance.
- Review the *Designating Active Member Beneficiaries* flyer and update life insurance, retirement plan, State
 ORP and Deferred Comp beneficiaries, if applicable.

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