



# Adding a dependent due to adoption

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.<sup>1</sup> Health, dental, vision and Dependent Life-Child changes are effective on the date of adoption. Optional Life and Dependent-Life Spouse changes are effective on the first day of month following the request if no medical evidence is needed; otherwise, it is effective on the first day of 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.
- ☐ Update life insurance beneficiaries, if applicable.

<sup>1</sup>This event might 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 gaining other coverage rules.

## Applicable retirement changes

- ☐ Update retirement plan and incidental death benefit beneficiaries with PEBA, if applicable.
- ☐ 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 [Notice of Election](#) 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.
- ☐ Contact PEBA for a State Employee Adoption Assistance Program application.