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 employees.

1. **Insurance benefits**

   Changes must be made within 31 days of your special eligibility situation. You cannot drop coverage; only change or add coverage. The effective date for health, dental, vision and Dependent Life-Child coverage is the date of birth. For Optional Life and Dependent Life-Spouse coverage, the effective date is the first day of month following request if no medical evidence needed; otherwise, first day of month following approval.

   - Elect your insurance coverage changes in MyBenefits and submit required documentation.
   - Enroll in a health plan or change coverage level if adding spouse, child.
   - Enroll in Dental Plus or Basic Dental or change coverage level if adding spouse, child.
   - Enroll in State Vision Plan or change coverage level if adding spouse, child.
   - Enroll in or increase Optional Life insurance (up to $50,000 without medical evidence; over $50,000 requires medical evidence).
     - Complete *Statement of Health*, if required.
   - Enroll in Dependent Life-Spouse insurance ($10,000 or $20,000 without medical evidence; over $20,000 requires medical evidence).
     - Complete *Statement of Health*, if required.
   - Enroll in Dependent Life-Child.
   - Enroll in or increase MoneyPlus spending accounts.
   - Update your life insurance beneficiaries.

2. **Retirement benefits**

   - Update retirement plan beneficiaries.
   - Update South Carolina Deferred Compensation Program beneficiaries, if applicable.