

Death of a covered dependent

1 Applicable insurance changes

Changes must be made within 31 days of special eligibility situation. Employee may drop dependents' coverage only; he can change or drop certain coverage.

Effective date of change:

- Health, dental, vision and Dependent Life-Spouse and/or Child: day after death.
- Optional Life: employee may decrease or drop coverage within 31 days of spouse's death.

- Change health plan coverage level.
- Change Dental Plus or Basic Dental coverage level.
- Change State Vision Plan coverage level.
- Drop or decrease Optional Life insurance.
- Change MoneyPlus spending accounts.

2 Applicable retirement changes

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

3 Employer to-dos

- Complete insurance changes in EBS.
- Make sure employee submits all needed documentation.
- Have employee submit claim to MetLife, if applicable.
- Make any needed adjustments to payroll deductions.

4 Employee to-dos

- Complete claim form for life insurance, if applicable.
- Update life insurance, retirement plan and Deferred Compensation Program beneficiaries.