Adding a dependent due to marriage

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 marriage. 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.

☐ Review Insurance Summary and Insurance Benefits Guide.
☐ 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.
☐ Change name and update address, if applicable.
Retirement benefits

A marriage does not automatically change the designated beneficiary or beneficiaries for your retirement plan. You must take action to make any changes to your designated retirement plan beneficiaries based upon a change in your marital status.

- Update retirement plan beneficiaries.
- Update South Carolina Deferred Compensation Program beneficiaries, if applicable.
- Change name and update address, if applicable.
- Retired members can change the form of their benefit by either selecting a new payment option or changing a beneficiary for an existing payment option.
  - Complete and submit a *Retired Member Change of Beneficiary Form* (Form 7201) to PEBA.
  - PEBA must receive the form within five years of the change in marital status.