

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

Applicable insurance changes

Changes must be made within 31 days of your special eligibility situation. You cannot drop coverage; you can only change or add coverage.

Effective date of change:

- *Health, dental, vision and Dependent Life-Child: date of birth.*
 - *Optional Life and Dependent Life-Spouse: first day of month following request if no medical evidence needed; otherwise, first day of month following approval.*
- 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.
 - Enroll in or increase Optional Life insurance (up to \$50,000 without medical evidence; more than \$50,000 requires medical evidence).
 - Enroll in or increase Dependent Life-Spouse insurance (\$10,000 or \$20,000 without medical evidence; more than \$20,000 requires medical evidence).
 - Enroll in Dependent Life-Child.
 - Enroll in or increase MoneyPlus flexible spending accounts.

Applicable retirement changes

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

Employee to-dos

- Review *Insurance Summary* and *Insurance Benefits Guide*.
- Elect insurance coverage changes in MyBenefits and submit required documentation.
- Complete *Statement of Health* if medical evidence is required for life insurance.
- Update life insurance, retirement plan and Deferred Compensation Program beneficiaries.