

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 and/or child.
- ☐ Enroll in a [dental plan](#) or change coverage level if adding spouse and/or child.
- ☐ Enroll in the [State Vision Plan](#) or change coverage level if adding spouse and/or child.
- ☐ Enroll in or increase [Optional Life](#) insurance up to an additional \$50,000 without medical evidence. More than \$50,000 requires medical evidence.
- ☐ Enroll in or increase [Dependent Life-Spouse](#) insurance up to \$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.
- ☐ Enroll in or change [Health Savings Account](#), if applicable.
- ☐ Update life insurance beneficiaries, if applicable.

Applicable retirement changes

- ☐ Update retirement plan beneficiaries.
- ☐ Update [State ORP](#) beneficiaries with your service provider, if applicable.
- ☐ Update [Deferred Comp](#) beneficiaries with Empower Retirement, if applicable.

Employee to-dos

- ☐ Review the [Insurance Summary](#) and [Insurance Benefits Guide](#).
- ☐ Elect insurance coverage changes in [MyBenefits](#) and submit required documentation.
- ☐ Complete a 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.