**Member checklist**

**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.