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 or change 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**

- 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.