Applicable insurance changes

Changes must be made within 31 days. You cannot drop your own coverage; you may drop dependents’ coverage only. You can change or drop certain coverage.

Effective date of change:
- Health, dental, vision and Dependent Life-Spouse and/or Child: day after death.
- Optional Life: employee may decrease or drop coverage within 31 days of spouse’s death.

- Change health plan coverage level.
- Change dental plan coverage level.
- Change State Vision Plan coverage level.
- Drop or decrease Optional Life insurance.
- Drop Dependent Life-Spouse and/or Dependent Life-Child insurance.
- Change MoneyPlus flexible spending accounts.
- 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.
- Retired members of SCRS and PORS may be eligible to select a new payment option or change a beneficiary for an existing payment option upon the death of a spouse.

Employee to-dos

- Notify PEBA of the dependent’s death.
- Notify your employer. Your employer will begin the life insurance claims process, if applicable, and will provide you with the documents you need to complete.
- Elect insurance coverage changes in MyBenefits and upload required documentation.
- Review the Designating Active Member Beneficiaries flyer and update life insurance, retirement plan, State ORP and Deferred Comp beneficiaries, if applicable.
- Complete and submit a Retired Member Change of Beneficiary (Form 7201), if applicable. To change the form of a member’s monthly benefit upon the death of a spouse, PEBA must receive the form within five years of the change in marital status.