

# Dropping a dependent due to divorce

This checklist can help guide you through the process of dropping a dependent from 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 may drop dependents' coverage only; you can change or add certain coverage.*

### **Effective date of change:**

- *Health, dental, vision and Dependent Life-Spouse and/or Child: first of the month after the divorce is final.*
- *Optional Life: first day of month following divorce if no medical evidence needed; otherwise, first day of month following approval.*

- Change health plan coverage level.
- Change Dental Plus or Basic Dental coverage level.
- Change State Vision Plan coverage level.
- Enroll in, increase or decrease Optional Life insurance (up to \$50,000 without medical evidence; more than \$50,000 requires medical evidence).
- Drop Dependent Life-Spouse coverage.
- Change MoneyPlus flexible spending accounts.

## Applicable retirement changes

*A divorce does not automatically change the designated beneficiary for your retirement plan. You must make any changes to your designated retirement plan beneficiaries based upon a change in your marital status.*

- Update retirement plan beneficiaries.
- Update Deferred Compensation Program, beneficiaries, if applicable.
- Retired members can change the form of their benefit either by selecting a new payment option or changing a beneficiary for an existing payment option. Complete and submit a *Retired Member Change of Beneficiary Form* (Form 7201) to PEBA. PEBA must receive the form within five years of the change in marital status.

## Employee to-dos

- Change name and update address, if applicable.
- 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.
- Review former spouse coverage, if applicable.