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.