Adding a dependent due to marriage

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 only change or add coverage.*

**Effective date of change:**
- Health, dental, vision and Dependent Life-Child: date of marriage.
- Optional Life and Dependent Life-Spouse: the first day of the month following request if no medical evidence is needed; otherwise, first day of month following approval.

- Enroll in 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.
- Retired members can change the form of their benefit either by selecting a new payment option of 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

- 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.
- Change name and update address, if applicable.