

Death of a covered dependent

Applicable insurance changes

Changes must be made within 31 days of special eligibility situation. Employee may drop dependents' coverage only; he 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 Plus or Basic Dental coverage level.
- Change State Vision Plan coverage level.
- Drop or decrease Optional Life insurance.
- Change MoneyPlus flexible spending accounts.

Applicable retirement changes

- Update retirement plan beneficiaries.
- Update Deferred Compensation Program, beneficiaries, if applicable.

Employer to-dos

- Complete insurance changes in EBS.
- Make sure employee submits all needed documentation.
- Have employee submit life insurance claim to MetLife, if applicable.
- Make any needed adjustments to payroll deductions.

Employee to-dos

- Elect insurance coverage changes in MyBenefits and submit required documentation.
- Complete claim form for life insurance, if applicable.
- Update life insurance, retirement plan and Deferred Compensation Program beneficiaries.