

Employees have an enrollment period of 30 days after they experience a *Qualifying Life Event* to make additions, changes or deletions to their plans.

Qualifying Life Event examples include:

- Marriage
- Birth or adoption of an eligible dependent
- Divorce
- Ineligibility of a current dependent due to age or marriage

The following must be presented with your Qualifying Life Event packet depending on the circumstances:

- Documentation of marriage, birth certificate or formal court order
- Loss of Coverage: A verification letter from the carrier/employer which includes the name of the covered individual(s), coverage type (medical and/or dental), and the date the coverage will end or has ended.