

Qualifying Events Chart

Qualifying Events	
Marriage	Divorce
Birth of a Child	Adoption of a Child
Death	Loss or Gain of Coverage
If you have the following change in status:	You must provide the following within 30 days of the event:
Marriage	
You wish to add spouse and/or child(ren)	Marriage Certificate
	Birth Certificate for Child(ren)
	SSN for all
You wish to drop coverage	Marriage Certificate
Divorce	
You must drop coverage for spouse and any stepchild(ren) who cease to be your dependents	Final Signed Divorce Decree
You wish to enroll self and/or your eligible child(ren) under City's plan	Final Signed Divorce Decree
	Birth Certificate for Child(ren)
	SSN for all
Birth of a Child	
You wish to add new child	Birth Certificate
	SSN
You wish to add new child, spouse, and/or other child(ren)	Birth Certificate for Child(ren)
	Marriage Certificate
	SSN for all
Adoption of a Child	
You wish to add new child	Adoption or Court-ordered Placement Papers to include date of birth and SSN for child
You wish to add new child, spouse, and/or other child(ren)	Adoption or Court-ordered Placement Papers
	Marriage Certificate
	Birth Certificate for other child(ren)
	SSN for all
Death	
Death of spouse and/or dependent child(ren)	Death Certificate
Loss or Gain of Coverage	
Loss of coverage under another plan and want to enroll self, spouse, and/or dependent child(ren) in City's plan	Proof of Coverage Letter showing coverage end date
	Marriage Certificate
	Birth Certificate for Child(ren)
	SSN for all
Gain of coverage under another plan and want to cancel City's plan	Proof of Coverage Letter showing coverage start date

Section 125 of the Internal Revenue Code (IRS) provides guidelines for a Qualifying Event status change. Documentation is required within 30 days.