

Adding/Canceling Dependents due to a “Qualifying” Event

Life changes that allow you to change your benefits are called “qualifying” events or status changes. When a qualifying event occurs, you can make benefit changes that are consistent with your life change, (For example, if you get married, you can enroll your spouse to your medical/dental plan). You can only change your benefits either annually during open enrollment, or at some other time during the benefit year based upon the circumstance of a qualifying event.

Some common qualifying events include:

Birth or adoption of a child (or placement of adoption)
Marriage, divorce or legal separation
Death of a covered dependent
Loss of insurance coverage
Change in employment status (starting or leaving a job)
Change in health insurance eligibility (reduction in hours, relocation)

How to add/cancel a dependent:

You have 31 DAYS from the date of the qualifying event to complete and sign the attached Qualifying Event Change Form for your change to become effective. IT IS YOUR RESPONSIBILITY TO VERIFY (FOLLOW-UP CALL OR EMAIL) THAT THE BUSINESS OFFICE IS IN RECEIPT OF THIS FORM. If you do not submit a Qualifying Event Change Form within **31 DAYS** of the qualifying event, you will have to wait until the next annual open enrollment to make any changes to your benefits. If you have any questions regarding this process, please contact the Business Office (Kay Edler x4736 for certificated staff or Gayle Gambill x4726 for non-certificated staff).

Frequently Asked Questions:

Q. I already have family coverage. Do I still need to complete a Qualifying Event Change Form?

A. *YES. A Qualifying Event Change Form is required for each addition/cancellation.*

Q. I called and left a voicemail for my benefits person. Is this sufficient to add/cancel my dependent?

A. *NO. A signed Qualifying Event Change Form must be submitted within 31 days of the event.*

Q. My school secretary sent out an email announcement. Does this add/cancel my dependent?

A. *NO. You must submit a signed Qualifying Event Change Form within 31 days of the event.*

Q. I received a congratulatory gift from the district. Does this mean my new dependent has been added?

A. *NO. You must submit a signed Qualifying Event Change Form within 31 days of the event.*

Q. I did not receive a *Qualifying Event Change Form* from my benefits person. What should I do?

A. *Download the Form from the District 225 website or call the Benefits Department and request a Qualifying Event Change Form.*

Q. My dependent got married and/or obtained other coverage. Do I need to complete a Qualifying Event Change Form?

A. *YES. A Qualifying Event Change Form is required for each cancellation.*

IT IS IMPORTANT FOR YOU, THE EMPLOYEE, TO COMPLETE THE PROPER PAPERWORK. A QUALIFYING EVENT IS A SIGNIFICANT LIFE CHANGE, THEREFORE TIMELY AND PROPER NOTIFICATION IS CRITICAL TO ENSURE THAT YOU MAINTAIN PROPER INSURANCE COVERAGE.

**GLENBROOK HIGH SCHOOL DISTRICT 225
QUALIFYING EVENT CHANGE FORM**

The purpose of this form is to make the Benefits Department aware of any changes that take place in your life which might necessitate a change in your health and/or dental coverage.

THIS FORM MUST BE COMPLETED WITHIN 31 DAYS OF THE EVENT OR YOU WILL HAVE TO WAIT UNTIL THE NEXT ANNUAL OPEN ENROLLMENT TO MAKE THE CHANGE.

According to IRS guidelines, any of the events listed below qualify you to make benefit changes that are consistent with your life change.

- Birth or adoption of a child (or placement of adoption)
- Marriage, divorce or legal separation
- Death of a covered dependent
- Loss of insurance coverage
- Change in employment status (starting or leaving a job)
- Change in health insurance eligibility (reduction in hours, relocation)

Please check one of the boxes below:

- Add Spouse or Dependent (s)
- Cancel Spouse or Dependent (s)
- Enroll Yourself Mid-Year

Name of Person (s) you are adding or canceling: _____

Date of event or change: _____

Below, give a brief description of the circumstance for which you are making the change based on the options listed above:

Once you complete the form, please send it to the "Benefits Department" at the District Office.

Upon receipt of the form, you will be contacted by the Benefits Department to ensure that the proper change is made.

If you have questions, you may contact Kay Edler at x4736 for Certified Staff or Gayle Gambill at x4726 for Support Staff.

Print Name

Signature

Telephone Number/Extension

Date