

Qualifying Life Event Required Supporting Documentation

QUICK REFERENCE GUIDE



Change Reason/Life Event Type	Required Documentation	SHARED04
<p>Employee: Birth/Adoption Retiree: Birth/Adoption</p>	<p>Biological Child:</p> <ul style="list-style-type: none"> • Copy of child's official state birth certificate with name of employee listed as child's parent. ** Official birth certificate required within 60 days <p>Adopted Child: Pending Adoption:</p> <ul style="list-style-type: none"> • Notice of placement for adoption on adoption agency letterhead or copy of court order placing child pending final adoption. <p>Final Adoption:</p> <ul style="list-style-type: none"> • Copy of final adoption decree signed by a judge or a state-issued birth certificate showing employee as parent <p>Step-Child:</p> <ul style="list-style-type: none"> • Copy of child's official state birth certificate with name of spouse of employee listed as child's parent • Copy of employee's official state marriage certificate signed by Clerk of the Court, Registrar, etc. 	
<p>Employee: Change in Dependent Daycare</p>	<p>To Reduce the Annual Amount:</p> <ul style="list-style-type: none"> • Letter from the daycare provider on letterhead indicating a reduction in rate or a reduction in hours with the effective date of the change. <p>To Cancel:</p> <ul style="list-style-type: none"> • Letter from the daycare provider on letterhead indicating the last day the dependent attended the daycare. 	
<p>Employee: Child Support Order Retiree: Child Support Order</p>	<p>Copy of child support order</p>	
<p>Employee: Death of Dependent Retiree: Death of Dependent</p>	<p>Death certificate</p>	

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Employee: Dependent Arriving in US Retiree: Dependent Arriving in US	<p>In addition to the documentation required to show proof of relationship, a copy of the passport with the arrival date indicated and proof of permanent residency.</p> <p>For children:</p> <ul style="list-style-type: none"> • One of the following – letter from school, daycare provider or pediatrician on letterhead indicating address on file, driver's license/identification card, or lease agreement. <p>For spouse:</p> <ul style="list-style-type: none"> • One of the following – driver's license/identification card, mortgage/lease agreement, letter from employer on letterhead indicating address on file.
Employee: Dependent Leaving US Retiree: Dependent Leaving US	<p>One of the following:</p> <ul style="list-style-type: none"> • Copy of flight itinerary, • Copy of Lease agreement or mortgage. • Letter from employer on letterhead indicating permanent address on file. • For children - letter from school/daycare on letterhead indicating permanent address on file.
Employee: Divorce Retiree: Divorce	<p>Divorce decree</p>
Employee: Gains Coverage Elsewhere Retiree: Gains Coverage Elsewhere	<p>Letter from other employer (on company letterhead) or the insurance provider. The letter must list the names of your covered dependents and the effective date of the new coverage.</p>
Employee: Legal Guardianship Retiree: Legal Guardianship	<p>Copy of Legal Ward/Testamentary court document, signed by a judge and proof of legal residency.</p>
Employee: Loses Coverage Elsewhere Retiree: Loses Coverage Elsewhere	<p>Letter from previous employer (on company letterhead) or the insurance provider. The letter must list the names of your covered dependents*, the effective date of the loss of coverage, and reason for the loss.</p> <p>*Proof of relationship: certified marriage certificate and/or certified birth certificate</p>
Employee: Marriage Retiree: Marriage	<p>Official State marriage certificate (must be a certified copy and dated by the appropriate State or County official after the date of marriage, such as the Clerk of Court).</p>