

Dependent Information

This is a reminder that you must notify the Office of Human Resources to **update dependent information** by submitting the required documentation, and signing the required forms within 31 days of a qualifying event to change health benefits.

Qualifying events include the following:

- Marital Status – any event that changes your legal marital status, including marriage, divorce, death of a spouse and legal separation.
- Number of dependents – any event that changes your number of dependents, including birth, death, divorce, adoption and legal guardianship.
- Employment status – any event that changes your employment status, or the employment status of your dependents, resulting in gaining or losing eligibility for coverage.
- Dependent status – any event that causes your dependent to become eligible or ineligible for coverage. Note: Your children, including stepchildren and adopted children, are eligible for coverage up to age 26 for medical and age 19 for dental. Children for whom you are legal guardian up to age 18 unless proof of continued dependency is provided therefore allowing coverage up to age 26. Disabled children may be covered beyond age 26, with proper documentation from the medical insurance carrier. Changes in your marital status may impact whether an individual qualifies as a dependent; for example, a stepchild is no longer eligible as your dependent in the event of a divorce.
- Residence – a significant change in your place of residence that affects your ability to access network providers.

Late notifications may result in the employee having to wait until the next open enrollment period to add eligible dependents. Late notifications, in the case of removing a dependent who is no longer eligible for coverage, shall result in the employee reimbursing the State and paying interest for the ineligible medical and/or dental insurance benefits received; paying the tax on the fair market value of the ineligible medical and/or dental benefits received; as well as be subject to possible disciplinary action.

It is the responsibility of the employee to:

1. Cover only eligible dependents;
2. Provide timely notification if there is a qualifying event; and
3. Submit required documentation at the time of a qualifying event.

Please contact the Office of Human Resources immediately if you have any questions or have had a qualifying event.