

# Qualifying Life Events

In order to add/remove any dependents to your health benefit plans when experiencing a qualifying life event, please note the following requirements:

- **All changes to your health benefits must be requested within 31 days of your qualifying life event.** If more than 31 days have passed since the event, you will have to wait until open enrollment to add or remove any dependents.
- **The employee is the only individual who can request or make any changes to their health benefits.** All supporting documents and enrollment forms must be emailed/ mailed to our benefits office directly from the employee only. Any emails or requests from a spouse or any other dependent will not be accepted.
- Examples of qualifying life events include, but are not limited to the following:
  - Marriage or Domestic Partnership
  - Divorce, legal separation, or annulment
  - Birth or adoption of a child
  - Death of a spouse/partner or child
- **To add or remove any dependents, ALL enrollment forms and supporting documents must be submitted to our benefits office.** Supporting documents include, but are not limited to:
  - A copy of the original certificate of marriage
  - LBCC Domestic Partner Affidavit and a copy of Declaration of Domestic Partnership (if applicable)
  - A copy of official and final divorce documents
  - A copy of the official birth certificate and social security card for any child dependent
    - **For newborns, a Birth Verification Letter is only temporarily accepted while parent(s) receive the official birth certificate.**
    - **A copy of the original birth certificate and social security card of a newborn must be submitted within 3 months of the child being born.** If a copy of the birth certificate and social security card are not submitted within 3 months of birth, the child will be removed from all health coverages.
  - Official adoption documents
  - Copy of official death certificate