

# IMPORTANT NOTICE!

LIFE STATUS CHANGES (e.g. marriage, divorce, birth of child, adoption, etc.) MUST BE REPORTED WITHIN 31 DAYS OF THE QUALIFYING EVENT. PLEASE REMEMBER, THERE IS A 31 DAY ENROLLMENT PERIOD TO ADD DEPENDENTS FOR THE FOLLOWING REASONS:

1. MARRIAGE
2. BIRTH OF A CHILD OR CHILDREN
3. LEGAL GUARDIANSHIP OR THE ADOPTION OF A CHILD OR CHILDREN

COVERAGE FOR NEWLY ACQUIRED DEPENDENTS (due to marriage, birth, adoption, etc.) IS NEVER AUTOMATIC. ACTION ON YOUR PART IS ALWAYS REQUIRED. FAILURE TO COMPLETE THE REQUIRED FORMS WITHIN 31 DAYS OF ELIGIBILITY, WILL RESULT IN A DELAY OF COVERAGE UNTIL THE NEXT OPEN ENROLLMENT PERIOD, WHICH WILL BE MAY \_\_\_\_\_ FOR THE JULY 1, \_\_\_\_\_ - JUNE 30, \_\_\_\_\_ INSURANCE POLICY YEAR.

COMPLETING FORMS IN A TIMELY MANER WILL ASSURE APPROPRIATE FAMILY MEMBERS ARE COVERED BY INSURANCE AND ASSIST IN MAINTAINING ACCURATE RECORDS. ALSO, KEEP IN MIND THAT YOU MAY WANT TO UPDATE THE BENEFICIARY(IES) ON YOUR LIFE INSURANCE POLICY(IES) SHOULD A LIFE STATUS CHANGE OCCUR (marriage, divorce) DURING THE COURSE OF THE YEAR.

ADD/DELETE FORMS ARE AVAILABLE AT THE DISTRICT OFFICE  
IN THE BUSINESS SERVICES DIVISION