

DOCUMENTATION FOR LIFE EVENTS

LIFE EVENT (LE) TYPE	DAYS TO INITIATE LE	REQUIRED DOCUMENTATION FOR LE
Birth	45	<p><u>Adding Child's Coverage:</u> No documentation required</p> <p><u>Dropping Child's Coverage:</u> Proof of new coverage for child</p>
Adoption, Foster Care, Legal Custody	31	<p><u>Adding Child's Coverage:</u> Adoption agreement OR court order for foster care/legal custody</p> <p><u>Dropping Child's Coverage:</u> Proof of other coverage for the impacted child</p>
Marriage	31	<p><u>Adding Spouse's Coverage:</u> No documentation required</p> <p><u>Dropping Your Coverage:</u> Insurance card or letter from insurance company or spouse's employer stating effective date of insurance</p>
<p>Legal Separation*</p> <p><i>*Only available in states that recognize legal separation</i></p>	31	Legal separation must state that spouse will be dropped from your coverage and cannot be re-enrolled until open enrollment in the event of reconciliation
Divorce	31	Divorce Decree signed by a judge and proof of loss of coverage if applicable
Spouse Gaining Other Coverage Due to Change in Employment Status	31	Copy of insurance ID card with spouse's new coverage effective date OR other documentation from spouse's employer stating their coverage effective date (<i>Any form of documentation must have all covered dependents listed</i>)

Spouse Losing Other Coverage Due to Change in Employment Status	31	Documentation from spouse's employer stating the termination date of employee and/or dependents OR HIPPA certificate from insurance company stating the termination date for employee and/or dependents OR COBRA notification
Spouse's Annual Enrollment	31	<p><u>Gaining Other Coverage:</u> Proof of spouse's annual enrollment period AND documentation from spouse's employer or insurance company showing effective date of coverage and covered dependents</p> <p><u>Losing Other Coverage:</u> Proof of spouse's annual enrollment period AND documentation from spouse's employer or insurance company stating termination date and covered dependent's names</p>
Gaining Medicaid Chip Coverage	60	Documentation from Medicaid stating effective date coverage begins
Losing Medicaid/Chip Coverage	60	Documentation from Medicaid stating effective date coverage ends
Dependent Gaining Medicare	31	No documentation required
Dependent Losing Medicare	31	No documentation required
Significant Change in Healthcare Cost	31	Documentation showing the effective date of the premium change or change in benefits
Spouse or Dependent Beginning Military Leave/Active Duty	31	Copy of ID card OR letter from Tricare stating effective date of military coverage
Spouse or Dependent Moving Out of USA	31	Documentation from associate stating move date and if the country being moved to has socialized medicine

Spouse or Dependent Moving to USA	31	Documentation from associate stating move date and if the country being moved from has socialized medicine
Death of Spouse or Child	31	Contact Benefits Administration at 800-716-2455, option 1.
Daycare Change	31	No documentation required (coverage effective date must be the 1st or 16th of the month)
Child Gaining Other Coverage Due to Change in Employment Status	31	Copy of ID card with new coverage effective date OR letter from child's employer stating effective date of coverage
Child Losing Other Coverage Due to Change in Employment Status	31	Documentation from child's employer stating when coverage ended OR HIPAA certificate from insurance company
Child Losing Dependent Status with Other Parent's Plan or Tricare	31	HIPAA certificate from insurance company OR letter from Tricare stating termination date
Cobra Coverage Expiring, Subsidy Ending, Employer Contribution Ending	31	Proof from employer or Cobra administrator stating coverage end date or subsidy end date
Leave of Absence (Begin Unpaid Leave)	31	No documentation required
Leave of Absence (Return from Unpaid Leave)	31	No documentation needed
Mass Transit & TSA Change	31	No documentation needed

PLEASE NOTE: Coverage gain or loss through the Exchange or non-employer coverage is not a qualified Life Event Change.

You must initiate your Life Event in Workday within 31 days even if you don't have the supporting documentation. The event must be started within 31 days of the gain or loss of coverage.