



VERY IMPORTANT NOTICE

30 Days!!

30 days is all the time you have to add a new dependent when a qualifying event occurs. All insurance carriers allow 30 days within which you can enroll or delete a dependent. Remember, it is the **employee's responsibility** to complete all dependent changes on your insurance coverage within 30 days of the initial qualifying event by completing the Life Event change on BenefitBridge. For instructions on how to complete this process online, please contact the Benefits Office.

Some examples of when you **must take action** to add or delete a dependent are:

- **Marriage**
- **Birth or Adoption**
- **Dependent discharge from the Military**
- **Divorce**
- **Dependent child has reached the age of 26**
- **Loss of other insurance**

Coverage for your new dependents is **NEVER AUTOMATIC**, action on your part is **ALWAYS REQUIRED!** If you do not add your dependent(s) within the 30-day timeframe, you will need to wait until the next Open Enrollment period.

In addition, dependent children are covered up to age 26. If you have purchased voluntary life and/or voluntary AD&D coverage for your children, it is important to remember that once your youngest child reaches age 26, it is your responsibility to notify the Benefits Office to remove the dependent coverage. Once the district is notified, your payroll deduction will be adjusted.

Any questions can be directed to the Benefits Office.