

## Removing a Dependent

**1. Divorce** - Once a marriage has been dissolved by the court, the employee has 30 days to notify the Benefits Analyst in Human Resources. Failure to notify the Benefits Analyst timely will result in a loss of continuation of coverage rights (COBRA) as well as the employee being billed for any overpaid premium/benefits to the carrier(s).

To remove an ex-spouse and step-child/ren (if applicable) a copy of the Dissolution of Marriage is required (typically just page one with the date stamp and judge's signature) and completion of the proper plan enrollment/change forms.

**2. End of Domestic Partnership** - Once a domestic partnership has ended the employee has 30 days to notify the Benefits Analyst in Human Resources. Failure to notify the Benefits Analyst timely will result in a loss of continuation of coverage rights (COBRA), when applicable, as well as the employee being billed for any overpaid premium/benefits to the carrier(s). If the couple is registered with the State, a copy of the Notice of Termination of Domestic Partnership is required

**3. Death** - Upon the death of your spouse/domestic partner, a copy of the Certified Death Certificate must be provided to the Benefits Analyst in Human Resources who will assist you with the completion of the proper plan enrollment/change forms. In addition, the Benefits Analyst can assist you with filing any life insurance claims that may be available through the District's plan(s).

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## **Child/Adult Child**

**1. No Longer a Full-Time Student** - Beginning at age 19 (through age 25) your covered child/adult child must be a full-time student at an accredited institution for his/her dental, vision, and EAP coverage to continue (beginning at age 21 through 23 for life insurance). You must certify them annually, during their birth month, however, if mid-year they no longer qualify, it is the employee's responsibility to notify the Benefits Analyst in Human Resources within 30 days of their loss of student status. Failure to notify the Benefits Analyst timely will result in a loss of continuation of coverage rights (COBRA as well as the employee being billed for any overpaid premium/benefits to the carrier(s)).

**2. Married** - Once your child/adult child gets married, he/she is no longer qualified for the District's dental, vision, EAP and life insurance coverage. It is the employee's responsibility to notify the Benefits Analyst in Human Resources within 30 days of their marriage. Failure to notify the Benefits Analyst timely will result in a loss of continuation coverage rights (COBRA) as well as the employee being billed for any overpaid premium/benefits to the carrier(s).

**3. Death** - Upon the death of your child/adult child, a copy of the Certified Death Certificate must be provided to the Benefits Analyst in Human Resources who will assist you with the completion of the proper plan enrollment/change forms. In addition, the Benefits Analyst can assist you with filing any life insurance claims that may be available through the District's plan(s).

*Note: Eligible children may be covered under the employee's medical plan (Anthem Blue Cross or Kaiser Permanente) until the last day of the month they turn 26 years old. They are not required to be the employee's dependent, can be married and do not have to be full-time students.*

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Forms:

[Kaiser Enrollment/Change Form](#)

[Anthem Blue Cross Enrollment/Change Form](#)

[Delta Dental Enrollment/Change Form](#)

[VSP Enrollment/Change Form](#)

The District's regular Open Enrollment Period is typically held each October 1-31. During that period, any eligible dependent may be enrolled or terminated from coverage.

For this and any other benefit need, please contact:

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