

Documentation is required for Life Event changes

Benefit Life Event Type	Documentation Required
Birth/Adoption	See Dependent Documentation
Marriage	See Dependent Documentation
Changes due to spouse's Open Enrollment	Documentation from spouses's HR/benefits office confirming add or drop of benefits, including the effective date of the change, corresponding coverages and dependents impacted by the change.
Dependent daycare provider cost/hour change	Receipt or notice of change from provider
Gain other coverage	Documentation confirming enrollment in other coverage, including the effective date of the change, corresponding coverages and dependents impacted by the change.
Loss of other coverage	Documentation confirming loss of other coverage, including the effective date of the change, corresponding coverages and dependents impacted by the change.
Medicaid change	Copy of Medicaid announcement
Medical Support Order	Copy of Medical support order
Spouse becoming Medicare eligible	Copy of spouse's Medicare card