



FAMILY STATUS CHANGE PROCESS

- Employee experiences Family Status Change event; Event options available in the Benefits System through ADP portal include:

Birth, Adoption, or Legal Guardianship	Change in After Tax Benefits
Marriage	Dependent Child Loss of Coverage
Divorce; Legal Separation	Dependent Becomes Medicaid Eligible
Update Dependent Medicare Information	Dependent Loses Medicaid Eligibility
Spouse Gains Other Coverage	Employee Gains Other Coverage
Spouse Loss of Other Coverage	Employee Loses Other Coverage
Dependent Child Becomes Full-Time Student	Survivor Remarries
Dependent Child No Longer Eligible	End Survivor Coverage
Domestic Partner Gains Other Coverage	Domestic Partner Termination
Domestic Partner Loss of Other Coverage	Add Domestic Partner

- Employee logs into ADP Portal and enters Benefits System by clicking on the “my benefits” link under the Benefits tab;
- To register Family Status Event, Employee clicks on [Family Status Change](#) link; Enters date of Family Status change and type of Change from options. **Changes must be registered after the event but before 30 days have elapsed;**
- Employee will be given option to add or drop dependents; If a dependent is being added, the Dependent’s Social Security number is required unless the dependent is under the age of 1; Once changes are made or to move to next screen, click “Continue”;
- Employee is given a choice of effective dates for the change: the date of the Family Status event or the first of the month following; if an employee is dropping coverage for a dependent(s), the coverage continues to the end of the month in which the family status change occurs; If Dependent is turning age 26, coverage is terminated on the first of the month following the dependent’s birthday;
- Benefit premiums must always be paid at the higher level of coverage for the month, i.e. Family status change adds dependent to coverage, coverage level increases from Employee + Spouse to Family coverage on the 24th of the month; employee must pay Family rate for that month; partial premium payments are not allowed;
- Employee clicks on the benefit plan link to make changes to their coverage, i.e: click on [Medical](#) to make a change to medical plan or to add or drop dependents; If a link is not available for a plan, then no changes can be made to that plan for the Family Status Change the employee has entered. If newly enrolling a dependent in the BCBS HMO or the Kaiser HMO plan, PCPID is required;
- Once the employee has made all of their desired changes, employee clicks “submit”;
- Employee receives message saying change(s) will not go into effective until supporting documentation is received by the HR office; Click “ok”
- Confirmation page will appear; Employee should print confirmation page for records; Confirmation of changes will also be mailed to employee’s home address;
- Employee submits supporting documentation to HR Representative **within 30 days of change;**
- HR Representative approves change in ADP system;
- Change(s) in coverage are sent to Insurance Carriers; may take from 4 – 10 business days for change to be updated in Insurance Carriers Eligibility system(s); Employee will receive new ID card approximately 3 weeks after change;
- Adjustments are made to employee’s benefit premium deductions as needed (retro or refund premiums depending on the timing of the change)