

# Adding a dependent due to birth

This checklist can help guide you through the process of adding a dependent to coverage. Please note, not all items apply to all employees.

## Applicable insurance changes

*Changes must be made within 31 days of your special eligibility situation. You cannot drop coverage; you can only change or add coverage.*

### **Effective date of change:**

- *Health, dental, vision and Dependent Life-Child: date of birth.*
  - *Optional Life and Dependent Life-Spouse: first day of month following request if no medical evidence needed; otherwise, first day of month following approval.*
- Enroll in a [health plan](#) or change coverage level if adding spouse and/or child.
  - Enroll in a [dental plan](#) or change coverage level if adding spouse and/or child.
  - Enroll in the [State Vision Plan](#) or change coverage level if adding spouse and/or child.
  - Enroll in or increase [Optional Life](#) insurance up to \$50,000 without medical evidence. More than \$50,000 requires medical evidence.
  - Enroll in or increase [Dependent Life-Spouse](#) insurance up to \$10,000 or \$20,000 without medical evidence. More than \$20,000 requires medical evidence.
  - Enroll in [Dependent Life-Child](#).
  - Enroll in or increase [MoneyPlus](#) flexible spending accounts.
  - Enroll in or change [Health Savings Account](#), if applicable.
  - Update life insurance beneficiaries, if applicable.

## Applicable retirement changes

- Update retirement plan beneficiaries.
- Update [State ORP](#) beneficiaries with your service provider, if applicable.
- Update [Deferred Comp](#) beneficiaries with Empower Retirement, if applicable.

## Employee to-dos

- Review the [Insurance Summary](#) and [Insurance Benefits Guide](#).
- Elect insurance coverage changes in [MyBenefits](#) and submit required documentation.
- Complete a MetLife *Statement of Health* if medical evidence is required for life insurance.
- Review the [Designating Active Member Beneficiaries](#) flyer and update life insurance, retirement plan, State ORP and Deferred Comp beneficiaries, if applicable.