

# Adding a dependent due to marriage

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 only change or add coverage.*

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

- Health, dental, vision and Dependent Life-Child: date of marriage.
- Optional Life and Dependent Life-Spouse: first day of the month following request if no medical evidence is needed; otherwise, first day of the 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.
- Retired members of SCRS and PORS may be eligible to select a new payment option or change a beneficiary for an existing payment option within five years after the date of marriage.

## Employee to-dos

- Review the [Insurance Summary](#) and [Insurance Benefits Guide](#).
- Elect insurance coverage changes in [MyBenefits](#) and upload 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.
- Change name and update address in [MyBenefits](#) and [Member Access](#), if applicable.
- Complete and submit a [Retired Member Change of Beneficiary](#) (Form 7201), if applicable. To change the form of a member's monthly benefit, PEBA must receive the form within five years of the change in marital status.