

Adding a dependent due to birth

Applicable insurance changes

Changes must be made within 31 days of special eligibility situation. Employee cannot drop coverage; he 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 or change 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.

Employer to-dos

- Complete insurance enrollment changes in [EBS](#).
- Make sure employee submits all required documentation.
- Provide a copy of the [initial COBRA notice](#) for the employee and each covered dependent, if needed.
- Provide the [Designating Active Member Beneficiaries](#) flyer.
- Ensure corresponding payroll deductions are appropriately reported.

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.
- Update life insurance, retirement plan, [State ORP](#) and [Deferred Comp](#) beneficiaries, if applicable.