

PROOF DOCUMENTS SUBMISSION REQUIREMENTS

NEWLY BENEFITS-ELIGIBLE

If enrolling dependent(s) in Medical, Dental and/or Vision plans				Submit Proof Document(s) to:
	<i>Medical</i>	<i>Dental</i>	<i>Vision</i>	UNM Benefits & Employee Wellness
	✓	✓	✓	X

You must submit your Medical/Dental/Vision Election Form to the HR Service Center within 60 calendar days of when you become benefits-eligible. Coverage is effective the first day of the month after benefits elections have been received and approved by the UNM Benefits & Employee Wellness Department.

For detailed information and examples of proof documents, please visit the *Eligibility* webpage: <https://hr.unm.edu/benefits/eligibility>

QUALIFYING CHANGE IN STATUS EVENTS

For ALL Qualifying Change in Status Events				Submit Supporting Proof Document(s) to validate the event:
	<i>Medical</i>	<i>Dental</i>	<i>Vision</i>	UNM Benefits & Employee Wellness
	✓	✓	✓	X <i>For examples of required proof documentation, please visit: https://hr.unm.edu/benefits/qualifying-change-in-status</i>

You must submit Qualifying Change in Status election changes within 60 calendar days of the event and submit applicable supporting documentation to the HR Service Center. Changes are effective the first day of the month after Benefits elections have been received and approved by the Benefits Department.

For medical coverage only, you may choose to make coverage effective the date of enrollment, in which case premiums are not prorated for the month and you will pay the employee portion of the premium for the entire month irrespective of the effective date of coverage.

For detailed information, other requirements and required proof documentation, please visit the Qualifying Change in Status webpage: <https://hr.unm.edu/benefits/qualifying-change-in-status>

Education Benefits

For dependent(s) participating in: UNM Education Benefits			Submit Proof Document(s) to:
	<i>Tuition Remission for a:</i> <i>Spouse or Domestic Partner</i>	<i>Dependent Education Scholarship for a:</i> <i>Spouse, Domestic Partner or Dependent Child(ren)</i>	UNM Benefits & Employee Wellness
	✓	✓	X

Dependent proof document must be submitted upon request for verification of eligibility.