

# PROOF DOCUMENTS SUBMISSION REQUIREMENTS

## NEWLY BENEFITS-ELIGIBLE

If enrolling dependent(s) for <b>Medical</b> <u>only</u>				Proof Document(s) to:	
	<i>Medical</i>	<i>Dental</i>	<i>Vision</i>	Aon	UNM
	✓			x	
If enrolling dependent(s) for <b>Dental</b> and/or <b>Vision</b> <u>only</u>				Proof Document(s) to:	
	<i>Medical</i>	<i>Dental</i>	<i>Vision</i>	Aon	UNM
		✓	✓		x
If enrolling dependent(s) in <b>ALL</b> plans				Proof Document(s) to:	
	<i>Medical</i>	<i>Dental</i>	<i>Vision</i>	Aon	UNM
	✓	✓	✓	x	

**You must submit your 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 Benefits 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

If enrolling dependent(s) for <b>Medical</b> <u>only</u>				Proof Document(s) to:	
	<i>Medical</i>	<i>Dental</i>	<i>Vision</i>	Aon	UNM
	✓			X Proof documents to validate dependent eligibility	X Supporting proof documents to validate the event (see below)
If enrolling dependent(s) for <b>Dental</b> and/or <b>Vision</b> <u>only</u>				Proof Document(s) to:	
	<i>Medical</i>	<i>Dental</i>	<i>Vision</i>	Aon	UNM
		✓	✓		X Proof documents to validate dependent eligibility <b>AND</b> Supporting proof documents to validate the event (see below)
For <b>ALL</b> Qualifying Change in Status Events	Proof Document(s) to:				
	UNM				
	x Supporting proof documents to <i>validate the event</i> For examples of required proof documentation, please visit: <a href="https://hr.unm.edu/benefits/qualifying-change-in-status">https://hr.unm.edu/benefits/qualifying-change-in-status</a>				

**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 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>