



Qualifying Change in Status Event: Required Support Documentation

Documentation supporting a Qualifying Change in Status event must be submitted to HR Benefits within 60 calendar days of the event effective date. *The list below is not all inclusive.*

Additionally, if adding dependents to UNM health coverage as a result of a Qualifying Change in Status event, documentation supporting dependent eligibility must be provided when requested.

All Qualifying Change in Status election changes must be consistent with the event.

Marriage

- Marriage Certificate
- Birth Certificate (If adding any child of the newly acquired spouse)

Divorce or Legal Separation

- Divorce - Final Divorce Decree
- Legal Separation - Court Filed Legal Separation Documentation
- Proof of Loss of Other Coverage if UNM employee/retiree is losing health coverage through spouse as a result of divorce or legal separation (see "**Gain or Loss of Other Health Care Coverage**" below)

Birth of a Child

- Birth Certificate of Biological Child
- If a Birth Certificate is not available for newborn children, proof of birth from the provider/hospital listing both parents and date of birth is acceptable.

Adoption or Placement for Adoption

- Official court/agency placement documentation for a child placed with you for adoption
- **or**
- Official Court Adoption Agreement for an adopted child, or Birth Certificate

Establishment/Dissolution of qualified domestic partnership

- See UNM [Policy 3790](#) for required support documentation

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Death of a Spouse or Dependent Child

- Death Certificate

Gain or Loss of Other Health Care Coverage

- Documentation supporting the gain or loss of other coverage. The documentation **must** include:
 - Letter on company letter head (or entity) from where other health coverage is lost or gained
 - Name(s) of individual losing/gaining other coverage
 - Effective date coverage was lost/gained
 - Type of coverage(s) lost/gained (example: medical, dental, vision)

Change in Spouse's Employment Resulting in the Gain or Loss of other Health Care Coverage

- Documentation supporting the gain or loss of other coverage. The documentation **must** include:
 - Letter on company letter head (or entity) from where other health coverage is lost or gained
 - Name(s) of individual losing/gaining other coverage
 - Effective date coverage was lost/gained
 - Type of coverage(s) lost/gained (example: medical, dental, and vision)

Change in Legal Responsibility for a Dependent Child

- Official court documentation requiring you to provide coverage for an eligible dependent child or releasing you from legal responsibility for the dependent child.

Dependent Child Attains Age 26

- Coverage will terminate at the end of the month that the child turns 26

Continuation of Disabled Child Over Age 26

- UNM Child Disability Affidavit signed by the employee and the child's physician.

Note: To be eligible, the disabled dependent must be enrolled in UNM coverage prior to age 26.

If you have questions regarding *Required Support Documentation*, please contact HR Benefits at 505-277- myHR (6947).