

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 because 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 because of divorce or legal separation (see “**Gain or Loss of Other Health Care Coverage**” below)

Termination or Dissolution of Domestic Partnership

- Termination of Domestic Partnership form

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

Death of a Spouse or Dependent Child

- Death Certificate

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Qualifying Change in Status Event: Required Support Documentation Continued

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 or if new to UNM, must provide proof dependent was actively covered under external health coverage immediately prior to employment with UNM.

If you have questions regarding *Required Support Documentation*, please contact HR Benefits at HRBenefits@unm.edu or call 505- 277- myHR (6947).