

How to...

Add or Remove Dependents

Page one of this sheet provides you with step-by-step instructions to add a dependent and page two explains how to remove a dependent from your benefits.

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You must have a “qualifying life event”

Examples of **Qualifying Life Events** are:

- Moving to a new state
- Certain changes in your income
- Change in your family size
- Having a baby, getting married, or getting a divorce

This sheet does not fully explain qualifying life events. For more information about qualifying life events, you should refer to your health plan brochure.

Rules

Different organizations have different rules when allowing changes to their employee’s benefits.

SAUSD Rules Are...

You must submit all required forms and documents within 30-days of your “qualifying life event”.

Due to provider restrictions and deadlines, we are unable to make any exceptions. We apologize for the inconvenience.

If you miss your 30-day window, your next chance to make a change is **Open Enrollment**.



benefits

Adding Dependents

Adding a Spouse

You may add your spouse if...

- You just got married
- They just lost coverage through another provider

If You Just Got Married...

1. You have **30-days from the day you got married** to enroll your spouse
2. You must provide a copy of the **County Issued Marriage Certificate** (the church certificate is not acceptable)
3. Complete and turn in the **Enrollment Form** to the SAUSD Employee Benefits Office

If Your Spouse Lost Coverage...

1. You have **30-days from the day they lost their coverage** to enroll your spouse
2. Provide a copy of the **County Issued Marriage Certificate** (only if you have not provided it before)
3. Provide a **letter from your spouse’s previous insurance provider indicating they lost coverage** the letter must include:
 - a. The date the coverage was lost
 - b. The type of coverage that was lost
4. Complete and turn in the **Enrollment Form** to the SAUSD Employee Benefits Office

You must provide your spouse’s SSN or ITIN in the appropriate space on the Enrollment Form.

Adding Children

You may add your children if...

- You just had a baby
- You just adopted a child
- Your child lost coverage through another provider

If You Just Had a Baby...

1. You have **30-days from the day your baby was born** to enroll your newborn
2. You must provide a copy of the **County Issued Birth Certificate or the Hospital Birth Announcement** (the hospital birth announcement is only acceptable within the first 30-days of birth)
3. Complete and turn in the **Enrollment Form** to the SAUSD Employee Benefits Office

If You Just Adopted a Child...

1. You have **30-days from the day the adoption was finalized** to enroll your child
2. You must provide **a copy of the Adoption Order Documentation**
3. Complete and turn in the **Enrollment Form** to the SAUSD Employee Benefits Office

If Your Child Lost Coverage...

1. You have **30-days from the day they lost their coverage** to enroll them
2. Provide **a copy of the County Issued Birth Certificate** (only if you have not provided it before)
3. Provide **a letter from your child’s previous insurance provider saying they lost coverage**; the letter must include:
 - a. The date the coverage was lost
 - b. The type of coverage that was lost
4. Complete and turn in the **Enrollment Form** to the SAUSD Employee Benefits Office

You must provide your child’s SSN or ITIN in the appropriate space on the Enrollment Form

Removing Dependents

Removing a Spouse

You may remove your spouse if...

1. You are recently divorced
2. Your spouse is getting insurance somewhere else

If You Get a Divorce...

1. You must drop your ex-spouse **within 30-days of the divorce being finalized**
2. You must provide a **copy of the Divorce Decree Stamped by the Court Clerk**
3. Complete and turn in the **Enrollment Form** to the SAUSD Employee Benefits Office

To notify any dropped dependent of their COBRA rights, you should attempt to provide a current mailing address for them otherwise; we will send their COBRA notice to the address we have on file for you.

If Your Spouse Has Other Coverage...

1. You have **30-days from the day their coverage starts to remove your spouse** from your benefits
2. Provide a **letter from your spouse's new insurance provider saying your spouse is now covered under their plan and when the coverage starts**
3. Complete and turn in the **Enrollment Form** to the SAUSD Employee Benefits Office

Removing Children

You may remove your children if...

1. Your child has their own insurance
2. Your child is 26 years old and no longer qualifies as your dependent

If Your Child Has Their Own Insurance...

1. You have **30-days from the day their coverage starts to remove your child**
2. Provide a **letter from your child's new insurance provider saying your child is now covered under their plan and when the coverage starts**
3. Complete and turn in the **Enrollment Form** to the SAUSD Employee Benefits Office

If Your Child Is Now 26 Years Old...

You do not have to do anything.

The SAUSD Employee Benefits Office will automatically drop your 26 year old's coverage at the end of their 26th birthday month.

We will also send your 26 year old a notice that explains when their last day under your plan is and their rights to COBRA coverage.

Need more information?

Contact Us!

Address

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Fax

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Office Hours

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8 a.m. to 4:30 p.m.
(Closed on Holidays)