

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.

1st You must have a “**qualifying life event**”. Examples or **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 supporting 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 during **Open Enrollment**.

Adding a Spouse

You may add your spouse if you just got married or if they recently lost coverage through another provider within the last 30-days.

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 accepted*)
3. Complete and turn in the **Enrollment Form** and the copy of the certificate to the SAUSD Benefits Office

If your spouse lost coverage:

1. You have **30-days from the day you got married** to enroll your spouse
2. If this is the first time enrolling your spouse, you must provide a copy of the **County Issued Marriage Certificate** (*the church certificate is not accepted*)
3. Provide a letter from your spouse’s previous insurance provider indicating they lost coverage the letter must include:
 - a. The date the coverage ended
 - b. The type of coverage that was lost
4. Complete and turn in the **Enrollment Form** and any required copies to the SAUSD 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, adopted a child, or your child lost coverage through another provider within the last 30-days.

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 Verification Letter** (*The hospital verification letter is accepted within the first 30-days of birth*)
3. Complete and turn in the **Enrollment Form** and any required copies to the SAUSD 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** and any required copies to the SAUSD Benefits Office

If your child lost coverage:

1. You have **30-days from the day your child lost their coverage** to enroll your child
2. Provide a copy of the **County Issued Birth Certificate** (*only if you have not provided it before*)
3. Provide a copy of **the letter from your child’s previous insurance provider saying they lost their 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** and any required copies to the SAUSD Benefits Office

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

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Removing a Spouse

You may remove your spouse if you are recently divorced, or your spouse is getting insurance somewhere else within the last 30-days.

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** and the copy of the decree to the SAUSD Benefits Office

To notify any dropped dependents 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
2. Provide **a copy of the 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** and any required copies to the SAUSD Benefits Office

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

Removing Children

You may remove a child if your child has their own insurance, or 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 started to remove your child**
2. Provide a copy of the **letter from your child's new insurance provider saying your child is now covered under their plan and when the coverage start**
3. Complete and turn in the **Enrollment Form** and the copy of the decree to the SAUSD Benefits Office

If your child is 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 twenty-sixth 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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Santa Ana, California 92701-6233

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(714) 558-5686

Fax

(714) 558-5682

Email

benefits@sausd.us

Website

www.sausd.us/benefits

Office Hours

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