

## Required Dependent Verification Documents

**\*\*\*Please note:** If your dependent verification documents are in a language other than English, you must have them translated by a 3<sup>rd</sup> party. Please upload and submit a copy of the original documents along with a copy of the translated documents.

**Changes must be made within 30 days of the event.**

<ul style="list-style-type: none"> <li>Spouse</li> </ul>	<ul style="list-style-type: none"> <li>Marriage license indicating date and place of marriage</li> </ul>
<ul style="list-style-type: none"> <li>Child under age 26 (or under age 18 if adding dependent based on full legal custody)</li> </ul>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li><u>Existing Child</u> - Birth Certificate</li> <li><u>Newborn</u> - Birth Letter from hospital showing the employee as the parent</li> <li><u>Adoption</u> - Adoption decree or placement for adoption naming employee as the adoptive parent</li> <li><u>Step-child</u> – Marriage license and child’s birth certificate</li> <li><u>Full Legal Custody</u> – Signed legal judgement granting the employee full legal custody (under age 18 only)</li> </ul>

# Qualifying Life Events

You must have a qualifying life event (QLE) in order to add or remove a dependent from insurance coverage outside of annual enrollment. Below is a list of qualifying life events and the documentation that is required to add/delete for each event.

\*\*\*You have 30 days from the date of the QLE to make the changes. After 30 days, you will need to wait until Open Enrollment to make changes\*\*\*

If adding a dependent based on an event below, you will need to attach 2 documents in one file.

- 1) Dependent Verification document as listed on page 1.
- 2) QLE document listed below that corresponds to your specific event

If removing a dependent, you will need to attach the QLE document listed below that corresponds to your specific event.

<ul style="list-style-type: none"> <li>• Birth (add LSU insurance)</li> <li>• Adoption (add LSU insurance)</li> <li>• Marriage (add LSU insurance)</li> <li>• Legal Custody (add LSU insurance)</li> </ul>	<ul style="list-style-type: none"> <li>• See Page 1 of this document</li> </ul>
<ul style="list-style-type: none"> <li>• Death of a Covered Dependent (remove from LSU insurance)</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of certified death certificate or other official document</li> </ul>
<ul style="list-style-type: none"> <li>• Divorce (remove from LSU insurance)</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of official divorce, annulment or legal separation decree</li> </ul>
<ul style="list-style-type: none"> <li>• Gain of other group coverage (remove from LSU insurance)</li> <li>• Gain of Medicaid or LA Chip (remove from LSU insurance)</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of other coverage that includes effective date of coverage and names of covered persons  <b>**Example</b> – letter from employer or insurance company that coverage is through  <b>**Example</b> – official state document regarding Medicaid/LA Chip coverage</li> </ul>
<ul style="list-style-type: none"> <li>• Loss of other group coverage – also includes losing coverage through spouse’s employer (add LSU insurance)</li> <li>• Loss of Medicaid or LA Chip (add LSU insurance)</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of loss of other coverage that includes termination date of coverage and names of persons losing coverage  <b>**Example</b> - letter from employer or insurance company that coverage was through  <b>**Example</b> – official state document regarding Medicaid/LA Chip coverage</li> </ul>
<ul style="list-style-type: none"> <li>• Marriage – Gain of coverage on new spouse’s plan (remove LSU coverage)</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of certified marriage certificate AND proof of active enrollment on spouse’s plan on company letterhead; must show coverage effective dates of each named dependent</li> </ul>