



# Healthcare Changes

Outside of Open Enrollment, you cannot begin, end, or change your health insurance coverage unless you experience a *qualifying event*. Please note that you only have **31 days** from the date of your qualifying event to submit your enrollment changes in the online benefit enrollment system. Below is a list of acceptable qualifying events and the required documentation necessary to support their occurrence.

- Marriage – copy of Marriage Certificate
- Birth or adoption of a child – copy of Birth Certificate/hospital verification of birth or court order
- Divorce, legal separation, annulment – copy of final divorce decree or court order
- Loss of Other Coverage – copy of documentation showing coverage end date, i.e., COBRA letter, Certificate of Creditable Coverage, etc.
- Acquiring Other Coverage due to spouse's change in employment – copy of new insurance information showing start date of new coverage
- Certain changes due to spouse's Open Enrollment Period
- Employment Status Changes, i.e., the beginning or end of an approved leave of absence

For any of the above changes you will need to submit your changes in the online benefit enrollment system and upload the necessary documentation to support the change, including a Working Spouse Affidavit, if applicable. Submit the enrollment change and supporting documents within 31 days of your qualifying event. If you have any questions, please ask to speak with a Benefits Representative.

~~~

**PAYROLL & EMPLOYEE BENEFITS**  
**(765) 285-8461**

[www.bsu.edu/payroll](http://www.bsu.edu/payroll) [peb@bsu.edu](mailto:peb@bsu.edu)