

Qualifying Event Reference Guide

Event	What	Enrollment Period	Effective Date
Birth	<ul style="list-style-type: none"> • Medical Enrollment Form (A570) • Birth Certificate or Affidavit • Basic (A560) • Optional (A560E) or (A560R) 	Within 31 days of birth	Date child is born
Marriage	<ul style="list-style-type: none"> • Medical Enrollment Form (A570) • Lawful Presence or Affidavit for each new dependent • Marriage License (if spouse last name differs) • Divorce Decree (if adding stepchildren) • Basic (A560) • Optional (A560E) or (A560R) 	Within 31 days of marriage	Date of marriage (New spouses of retirees are not eligible for spouse life.)
Divorce	<ul style="list-style-type: none"> • Medical Enrollment Form (A570) • Divorce Decree • Basic (A560) • Optional (A560E) or (A560R) 	Within 31 days of dissolution date	1 st of the month following dissolution date
Adoption	<ul style="list-style-type: none"> • Medical Enrollment Form (A570) • Legal documentation adoption is final • Basic (A560) • Optional (A560E) 	Within 31 days of adoption	Date of adoption, or on the date of physical placement (if the petition for adoption is in place.)



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Age 26	<ul style="list-style-type: none"> No Medical Enrollment Form (A570) is required (handled in EB) Optional (A560E) to cancel child life 	A560E is due last day of the child's birth month	1 st of the month following turning age 26.
Loss of Coverage or Medicaid	<ul style="list-style-type: none"> Medical Enrollment Form (A570) Lawful Presence or Affidavit for each new dependent Letter from employer stating reason for loss of coverage, date of loss and list who has lost coverage. Marriage License (if adding spouse, last name differs) Divorce Decree (if adding step-children) 	Within 60 days of loss of coverage	Day following the loss of coverage *Must be approved by Employee Benefits before dependent(s) are enrolled or payroll deduction is changed.
Medicare	<ul style="list-style-type: none"> No Medical Enrollment Form (A570) is required Copy of their signed Medicare card 		Effective on Part B date or 1 st of the month following receipt in EB

