

Qualifying Events Documentation Requirements for Medical, Dental and Vision Coverage

(Please note copies of documentation provided will not be returned)

Change to Legal Marital Status	<ul style="list-style-type: none">• Marriage Certificate• Divorce Decree• Legal Separation Document
Birth, Death or Adoption	<ul style="list-style-type: none">• Birth Certificate• Death Certificate• Adoption Final Decree
Termination or Commencement of Employment or Change of Employment Status	<ul style="list-style-type: none">• Cobra Notice• Termination Letter• Hire Letter
Entitlement to Medicare or Medicaid	<ul style="list-style-type: none">• Copy of Card or Notice
Court Order enforcing Insurance	<ul style="list-style-type: none">• Court Order
Military Leave	<ul style="list-style-type: none">• Military Order
Gaining or Losing Other Coverage **	<ul style="list-style-type: none">• Proof of gain or loss

*****Please note: the State Health Plan does NOT consider other coverage that is obtained through an individual policy (ie: a policy through the Health Insurance Marketplace) as a qualifying event.***

Any request received after 30 days or does not meet the definition of a qualifying event will not be processed.