



## Keep Your Health Plan Coverage Current

### Report Change in Family Status Within 31 Days

Important events in your family life can affect your health plan coverage. Take steps to update your coverage immediately when one of these events occurs:

- Marriage
- Birth of a child
- Adoption of a child
- Change in spouse's job status that affects coverage
- Death or Divorce

These events qualify you to add or change coverage for you, your spouse or dependents. But you only have 31 days from the date of the event to make those changes.

Report any family status change to your Benefits Manager within 31 days of the event, and make sure you fill out an Add Dependent/Change form. Changes received after the 31 days will not be allowed until the next open enrollment time.

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