



*Documentation Must be Submitted Within **31 days** of Qualifying Life Event
(Due to COVID-19 this deadline is currently waived)*

Eligible dependents include:

- ✓ Your legal spouse
- ✓ Common Law Spouse (*Per KS law an affidavit is required to be completed. Note, Common Law Marriage is not recognized if you live in Missouri.*)
- ✓ Your children may be covered until the end of the calendar year in which they reach age 26, regardless of student, dependency or marital status. Dependent children may be covered beyond age 26 if disabled. Proof of continued disability is required each year, during Annual Enrollment.

Acceptable documentation

Change in coverage for Employee and/or Dependents (documentation from previous/new employer, Carrier, COBRA vendor, etc) must include the following:

- **Who** lost/gained the coverage (employee, spouse, children)? The documentation needs to show the **names** of the individuals that are losing or gaining coverage.
- **What** type of coverage are they losing (medical, dental, vision, etc.)?
- **When** was the previous coverage lost, or new coverage starting? The documentation must show the **date**.

1. Birth, adoption and legal guardianship (choose one)

- Birth certificate or application for a birth certificate, or
- Hospital card/paperwork, or
- Adoption record or placement for adoption, or
- Legal guardianship document, or
- Court order or child support order

2. Marriage (choose one)

- Marriage license
- Tax return showing married, filing as a joint

3. Adding a common law spouse due to spouse's change or loss of coverage

- Complete the *Blue Valley Schools Common Law Spouse Affidavit*. The form is available at: www.bvschoolsbenefits.com, click on ENROLLMENT then Qualifying Life Event (QLE). NOTE: this form must be notarized and submitted along with one of the following:
 - Letter or document from spouse's employer stating the employer has changed, dropped or will drop coverage or benefits for the spouse and any covered dependents, including the date coverage ended or will end
 - Letter from health insurance company showing coverage termination date
 - COBRA must be exhausted. The COBRA entire term must be exhausted in order to be considered a qualifying event to add coverage midyear.

4. Divorce or legal separation

- Divorce or annulment or legal separation papers including the ending of health care responsibility and proof of prior qualifying health coverage

5. **Death of policyholder**

- Death certificate or public notice of death and proof of prior qualifying health coverage

6. **Loss or Gain of Medicaid or CHIP (Children's Health Insurance Plan)**

- Letter from Medicaid or Children's Health Insurance Plan (CHIP) stating when coverage ended, will end or will begin

7. **Other events**

- Letter from employer stating when eligible dependent coverage ended or will end due to **termination of employment** or becoming benefits ineligible
- Letter or document from employer stating the **employer changed, dropped or will drop coverage** or benefits for the employee, spouse or dependent, including the date coverage ended or will end or a letter from health insurance company showing coverage term date
- **COBRA documentation** showing length of coverage with beginning and end dates. COBRA must be exhausted. The COBRA entire term must be exhausted in order for it to be considered a qualifying event to add coverage midyear.
- Letter from school stating when **student health coverage** ended or will end
- Dated copy of **military discharge papers** or Certificate of Release including the date coverage ended or will end due to no longer active military service
- Letter or notice from government program, like **TRICARE, Peace Corps, AmeriCorps, or Medicare** stating when coverage ended or will end
- Document from the **Department of Corrections**, jail or prison indicating release or parole, including an order of parole, order of release or an address certification