

WHAT IS A QUALIFYING EVENT?

A qualifying event may include, but is not limited to, the following:

- Change in legal marital status – marriage, divorce, legal separation, annulment, or death of a spouse
- Change in number of dependents – birth, death, adoption, placement for adoption, award of legal guardianship
- Change in employment status of the employee's spouse or employee's dependent – termination or commencement of employment, a strike or lockout, commencement of or return from an unpaid leave of absence which results in employee/dependent becoming ineligible for coverage
- Dependent satisfies or ceases to satisfy eligibility requirements – marriage of a dependent or change in student status

WHAT TO DO IF YOU EXPERIENCE A QUALIFYING EVENT OR HAVE QUESTIONS

Contact the State Personnel Department, Benefits Division or your agency Human Resources office within 30 calendar days of the event to request changes to your benefits. If you do not contact the Benefits Division within 30 calendar days, the next opportunity you will have to make changes to your benefits will be during the next open enrollment period.

WHO DO YOU CONTACT?

If you work in a centralized agency whose benefits are handled by the State Personnel Department, Benefits Division, contact the Benefits Hotline at:

317-232-1167 within the 317 area code

Or

1-877-248-0007 toll-free outside the 317 area code

If you work in a non-centralized agency, please contact your Agency Benefits Coordinator for assistance in making changes to your benefits.