

## **QUALIFYING EVENTS**

You cannot change your medical and/or dental choices until the next open enrollment period unless you have a change in family status. Any changes made to coverage **must be made within 31 calendar days** of the qualifying family status change. It is the responsibility of the employee to provide proof of a family status change and contact the Financial Services Office within 31 calendar days from the date of the family status change. You may reach the Financial Services Office by email (staff contact information available on the website) or by calling 757-547-1343.

### **The following are qualifying family status changes:**

Birth, adoption, or court ordered legal custody of a child

Marriage

Divorce

Spouse or child losing or gaining insurance

Spouse or child losing or gaining employment

Maturity of a child (26 years old; end of year with CPS)

Death of a covered family member