



Required Documentation for Status Events

All requests for an enrollment change due to a status event must be completed and submitted with the required documentation within 30 days of the date of the event.

Event	Documentation
Marriage	Marriage certificate —must contain name of employee, name of spouse, date of marriage, and certifier’s signature/official seal
Divorce/Annulment	Divorce decree or declaration of nullity —must contain the name of the employee, name of spouse, date of the divorce/annulment, and certifier’s signature/official seal
Birth/Adoption/Guardianship	<p>Birth certificate—must contain name of employee or spouse, name of the child, and date of birth; or</p> <p>Hospital birth record—must contain name of employee or spouse, name of the child, and date of birth; or</p> <p>Naturalization certificate or consular report of birth abroad— must contain name of employee or spouse, name of child, and date of birth</p> <p>Adoption paperwork—must contain name of child and notary signature/indication that document has been filed with the court</p> <p>Legal guardianship court order—must contain name of the employee or spouse, name of the child, and notary signature/indication that document has been filed with the court</p>
Death of spouse or last eligible dependent child	Death certificate —must contain name of employee, name of spouse, date of death, and certifier’s signature/official seal
Last eligible dependent child turns 26 (no spouse)	No documentation needed
Employment of spouse or dependents	Letter from new employer or carrier —must contain name of spouse/dependents, type of benefit coverage, and date coverage starts
Termination of employment of spouse or dependents	<p>Letter from former employer or carrier—must contain name of spouse/dependents, type of benefit coverage, and date coverage ends; or</p> <p>Certificate of credible coverage from former employer—must contain name of spouse/dependents, type of benefit coverage, and date coverage ends</p>
Change in spouse’s employment from full-time to part-time, or from part-time to full-time	<p>Letter from employer or carrier—must contain name of spouse, type of benefit coverage, and date coverage (or subsidy) starts or ends; or</p> <p>Certificate of credible coverage from former employer—must contain name of spouse/dependents, type of benefit coverage, and date coverage ends</p>
Change in residence or worksite for your spouse or dependents to a location outside of the current plan's	For worksite: Letter from employer—must contain name of spouse/dependents, date of the change in worksite, and the new location, including zip code

<p>service area, making your current plan unavailable</p>	<p>For residence: Copy of driver’s license with new address; or Copy of signed purchase agreement/rental agreement for new residence—must contain name of spouse/dependents, effective date, full address of property, and be signed by all parties</p>
<p>Other gain or loss of spouse/dependent coverage</p>	<p>MinnesotaCare or MNsure: Copy of eligibility or denial notice—must contain name of spouse/dependents, type of benefit coverage, and date coverage ends</p> <p>In the case of MinnesotaCare or MNsure, the enrollment change must be made within 30 days of the event; however, you have 30 days from the date of the notice to submit the documentation.</p>
<p>Entry of your dependents into the United States for more than 90 days</p>	<p>Each dependent must have their own DS-2019 and a J2-visa stamp to enter the United States in J-2 status. (The DS-2019 document captures the necessary information and is sufficient documentation required by the Total Compensation office for adding a dependent and for dependent eligibility verification.)</p>