

# Family Status Change Reference Table

**Family Status Change** is the Action used to update an employee’s Flexible Spending Account participation when a member experiences a Qualifying Life Event in his or her immediate family. The **Family Status Change** must be submitted within 30 days of the Qualifying Life Event date, otherwise, Government regulations will not allow the event to be effective. The **Family Status Change** reference table below lists various Family Status Changes. The coverage beginning date for a **Family Status Change** is the **first of the month** following the event.

Family Status Change Reference Table		
Event	Qualifying Life Event Example	
Employee Marital Status Change	Marriage	
	Divorce or Annulment	
	Death of spouse	
Dependent Status Change	Birth of new dependent	
	Adoption/Foster placement of new dependent	
	Employee gains or loses dependent(s) through death	
	Dependent becomes eligible or loses eligibility for insurance coverage	
	Other (X) Child Moves Out	
	Dependent Gets Married	
Employment Status Change	Change in your spouse’s employment status (e.g., full-time to part-time or reverse, unemployment or leave of absence.	
	Change in your employment status (e.g. unpaid leave of absence for self or spouse)	
	Dependent becomes eligible for insurance through employment	

Address Change that Changes Dependent Eligibility	Dependent moves out of health plan service area	
	Dependent moves out of dental plan service area	
	(Employee address change opens an event only if eligibility county changes)	
Medicare or Medicaid Status Change	Employee/Dependent gains Medicare/Medicaid eligibility	
	Employee/Dependent loses Medicare/Medicaid eligibility	
Significant Change in Cost/Coverage Imposed by Third Party	Significant cost change by day care provider	
	Significant change in cost/coverage of dependent's health plan (excluding UGIP)	
	Significant change in cost/coverage of dependent's dental plan (excluding UGIP)	
Court Ordered Coverage Change	Employee gains requirement to provide coverage for child/spouse	
	Employee denied requirement to provide coverage for child/spouse	
	(Eligibility rules apply for these dependents)	

- Your election changes must be consistent with your Family Status Change. For example, if you have or adopt a child, you may add dependent coverage. However, it would not be consistent to drop a dependent.
- ***If you do not make your changes within 30 days, you must wait until the next annual open enrollment. Once you make an election for that plan, you may not change that election until the next open enrollment.***