

Qualifying Events

Adding or dropping a dependent on your insurance Medical, Dental and Vision Insurance is part of a pre-tax plan. Dropping or adding a dependent can be done during Open Enrollment (Which occurs in the month of May every year with an effective date of July 1st) or during the plan year when a Qualifying Events occur.

What is a "Qualifying Event"?

Employees can apply for immediate coverage or drop of coverage of a dependant when a qualifying event occurs. Circumstances which may be considered a qualifying event include, but are not limited to:

Change in number of dependents:

(Birth, Adoption, Placement for adoption, or Death of a dependent/s)

Change in marital status:

(Marriage, Legal separation, Divorce, Annulment, or Death of a spouse)

Change in dependent eligibility:

(Dependent marries, Dependent reaches the age of 19 and is not a full-time student, dependent ceases to be a full-time student, a full-time student reaches the age of 25)

Change in employment status or work schedule of employee, dependent spouse:

(New job, loss of job, change from full-time to part-time, change from part-time to full-time)

Change in residence:

(Dependent moving into service area, dependant moving out of service area)

Change in spouse's insurance:

(Voluntary or involuntary loss of other qualifying coverage, gaining other group coverage)

IMPORTANT: You must notify the Benefits Office within 31 days of the qualifying event to be eligible to change your benefit elections. Print, complete and submit a Change Form (attach proper documentation which provides proof of qualifying event with effective date of change and name of dependent or dependents for which the change involves) to the UT System Medical Foundation.