

IMPORTANT REMINDER ABOUT SPECIAL ENROLLMENTS

A Special Enrollment is a period of time when you can add eligible dependents to your health plans outside of Annual Open Enrollment. Three common examples are:

- 1) Birth of Newborn:** a birth certificate is not initially required to enroll your baby but it must be submitted once received
- 2) Individual losing other coverage:** e.g., previously waived District coverage because covered elsewhere
- 3) Marriage/Civil Union Partner:** marriage or civil union certificate required

Qualifying life events like the above allow you to adjust your benefit elections. You must actively enroll eligible new dependents within 60 days of eligibility. For instance, newborns are automatically covered for 60 days from date of birth; **to continue coverage beyond the initial 60 days, you must actively enroll your child in District plans.**

Questions? Contact your Benefits Office.