

Required Dependent Verification Documents

*****Please note:** If your dependent verification documents are in a language other than English, you must have them translated by a 3rd party. Please upload and submit a copy of the original documents along with a copy of the translated documents.

Changes must be made within 30 days of the event.

<ul style="list-style-type: none"> Spouse 	<ul style="list-style-type: none"> Marriage license indicating date and place of marriage
<ul style="list-style-type: none"> Child under age 26 (or under age 18 if adding dependent based on full legal custody) 	<p>One of the following:</p> <ul style="list-style-type: none"> <u>Existing Child</u> - Birth Certificate <u>Newborn</u> - Birth Letter from hospital showing the employee as the parent <u>Adoption</u> - Adoption decree or placement for adoption naming employee as the adoptive parent <u>Step-child</u> – Marriage license and child’s birth certificate <u>Full Legal Custody</u> – Signed legal judgement granting the employee full legal custody (under age 18 only)

Qualifying Life Events

You must have a qualifying life event (QLE) in order to add or remove a dependent from insurance coverage outside of annual enrollment. Below is a list of qualifying life events and the documentation that is required to add/delete for each event.

You have 30 days from the date of the QLE to make the changes. After 30 days, you will need to wait until Open Enrollment to make changes

If adding a dependent based on an event below, you will need to attach 2 documents in one file.

- 1) Dependent Verification document as listed on page 1.
- 2) QLE document listed below that corresponds to your specific event

If removing a dependent, you will need to attach the QLE document listed below that corresponds to your specific event.

<ul style="list-style-type: none"> • Birth (add LSU insurance) • Adoption (add LSU insurance) • Marriage (add LSU insurance) • Legal Custody (add LSU insurance) 	<ul style="list-style-type: none"> • See Page 1 of this document
<ul style="list-style-type: none"> • Death of a Covered Dependent (remove from LSU insurance) 	<ul style="list-style-type: none"> • Copy of certified death certificate or other official document
<ul style="list-style-type: none"> • Divorce (remove from LSU insurance) 	<ul style="list-style-type: none"> • Copy of official divorce, annulment or legal separation decree
<ul style="list-style-type: none"> • Gain of other group coverage (remove from LSU insurance) • Gain of Medicaid or LA Chip (remove from LSU insurance) 	<ul style="list-style-type: none"> • Proof of other coverage that includes effective date of coverage and names of covered persons **Example – letter from employer or insurance company that coverage is through **Example – official state document regarding Medicaid/LA Chip coverage
<ul style="list-style-type: none"> • Loss of other group coverage – also includes losing coverage through spouse’s employer (add LSU insurance) • Loss of Medicaid or LA Chip (add LSU insurance) 	<ul style="list-style-type: none"> • Proof of loss of other coverage that includes termination date of coverage and names of persons losing coverage **Example - letter from employer or insurance company that coverage was through **Example – official state document regarding Medicaid/LA Chip coverage
<ul style="list-style-type: none"> • Marriage – Gain of coverage on new spouse’s plan (remove LSU coverage) 	<ul style="list-style-type: none"> • Copy of certified marriage certificate AND proof of active enrollment on spouse’s plan on company letterhead; must show coverage effective dates of each named dependent