



Dear Employees,

Effective **Today, February 2, 2024**, INFORMS has added additional Life Events via self service in Benefits. This will assist employees who need to add or remove dependents, based on Qualifying Life Events. In addition, employees can also attach supporting documentation to streamline approval and changes.

Changes must be reported within 45 days of a qualifying event (60 days to add newborns, adoption, or placement for adoption).

Qualifying Life Events are to be submitted to the Benefits Administration Unit via INFORMS along with the proper supporting documentation listed below for processing and approval. Election changes must be consistent with the event and result in loss or gain of insurance coverage. A list of permitted mid-year changes appears below. Failure to provide supporting documentation at the time of the submission will result in the cancellation of the submitted request.

Permitted Mid-Year Changes

- Marriage
- Child birth
- Adoption or gaining legal custody/guardianship of a child
- Divorce/legal separation
- Eligibility for Medicare, Medicaid, or Florida Kid Care
- Spouse's employer's open enrollment
- Beginning of employment (Spouse, Dependent)
- End of employment (Spouse, Dependent)
- Spouse Unpaid LOA
- Significant change in Spouse health coverage
- Change in benefits due to court order
- Expiration of COBRA
- Death (Spouse, Dependent)
- Armed Forces (Spouse, Dependent)
- Loss of Coverage (Spouse, Dependent)

Acceptable Documents

Children:

- Adoption Certificate
- Birth Certificate
- Official court documentation of legal and permanent custody
- Social Security Income Statement (disabled child)

Spouse:

- Marriage Certificate (issued by government entity)
- Domestic Partnership Certificate (issued by Miami-Dade County Department of Regulatory and Economic Resources)

We hope you are as excited as we are for the release of these new enhancements. For more information, visit the [INFORMS Training webpage](#). Feel free to review the associated training materials available online such as student guide, PowerPoint presentation and “how-to” video recordings for future reference.

Thank you,

INFORMS – Strategic Business Management (SBM) Division