

Miami-Dade County

Submit Life Events

Version 1.0



PURPOSE

This document explains the process of submitting life events within the INFORMS system.



Once the annual open enrollment period closes, you may add or delete dependents to your health plan only under limited circumstances known as a Qualifying Event (QE). Changes must be reported within 45 days of a qualifying event (60 days to add newborns, adoption, or placement for adoption).

Qualifying 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 partial 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/Domestic Partnership Divorce/Dissolution of Domestic Partnership Eligibility for Medicare, Medicaid, or Florida Kid Care Spouse's employer's open enrollment Birth of a child Beginning or end of employment/health coverage of a spouse Unpaid LOA (employee or spouse) resulting in gain or loss of insurance coverage Adoption of a child or placement for adoption Significant change in health coverage due to spouse's employment

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)



Step		Action
1.	Log into IN Navigate t	IFORMS. o: Employee Self-Service > Benefit Details > Life Events
2.	 Navigate t Select the Provide th Select Star Note: The Life Events Energits Summary Benefits Statements Affordable Care Act 	C: Employee Self-Service > Benefit Details > Life Events. applicable Life Event. e As Of date the Life Event started. t tife Event. on must be completed within 45 days of your qualifying event, or you will not go your Benefit election. Enertit Details Life Event There are some events that invoke you as the Employee or your family members. (1) Prever the date of your event. (2) File of the Charge in Status Form with appropriate Event. (2) File of the Charge in Status Form with appropriate documentation when prompted. (2) Updad completed charge in Status Form with appropriate documentation when prompted. (3) File of the Insertion of a child (4) Opdad completed charge in Status Form with appropriate documentation when prompted. (5) Employee (5) of divorced field effection. (5) divorced field effection. (6) of married (7) di divorced field effection. (7) di divorced field effection. (7) di divorced field effection. (8) distribut fie
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3.	Welcome to the Birth Event Complete Sirth Date O Hot Started Document Upload O Not Started	Task: Welcome to the Birth Event Tricia Belcher This is a good time to consider how having a new dependent may affect your health care coverage, life insurance, tax withholdings and other important choices. This guide will take you through all the steps necessary to ensure that your personal profile and benefits information is updated to reflect this event in your life.



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