

Enrollment At A Glance

	Group Enrollment Form	Group Membership Change Form	Additional Documentation May be Required	Waiting Periods May Apply	COBRA	State Continuation
ENROLLING						
New Employee <i>(initial opportunity)</i>	✓			✓		
Special Enrollment <i>(qualified event)</i>	✓		✓	✓		
Open Enrollment	✓		✓	✓		
ADDING						
Newborn						
<i>Employee currently enrolled with family policy</i>	✓					
<i>Employee not currently enrolled</i>	✓			✓		
Spouse/Dependent <i>to existing coverage (Qualifying Event)</i>	✓		✓ <i>(for new enrollees)</i>	✓		
Spouse/Dependent <i>to existing coverage (Open Enrollment)</i>		✓	✓ <i>(for new enrollees)</i>	✓		
REMOVING						
Child/Dependent <i>marries or reaches limiting age</i>		✓	✓		✓	✓
Divorce/Annulment		✓	✓		✓	✓
Death of Spouse <i>(employee currently enrolled)</i>		✓	✓			
Death of Spouse <i>(employee NOT currently enrolled)</i>	✓		✓		✓	
Employee Reaching Age 65 - <i>Retiring</i>			✓		✓	✓