

Dropping Dependent Guidelines

Qualifying Events

Divorce, Death, Dependent Status Change, Obtains Other Coverage, Court Order, Open Enrollment

Enrollment Process

- All Deletions: Complete the Health Benefits Enrollment and Change Form
- Medical Coverage Deletions: also complete the Medical Plan Change Form for your plan
- Dental Coverage Deletions: also complete the Delta Dental Form
- Vision Coverage Deletions: an additional enrollment form is not required
- **Proof of the event is required** (copy of death certificate, new plan card(s), court order, etc.). If not available, submit the change forms and note that proof is forthcoming. The insurance carrier may suspend cancellation until proof is received, at which time cancellation will be retroactive to the coverage effective date shown below.
- The Employee Benefits Specialist must receive your completed forms **NO LATER THAN 30 DAYS FROM THE EVENT DATE**. **If you do not return the forms within the 30 days**, you cannot drop the person until Open Enrollment or after another qualifying event.
- Refer to your plan Evidence of Coverage for more details on dropping dependents.
- It may take up to ten business days to process the enrollment change.

Coverage Effective Date

- The 1st of the month following the event date

Premium and Payroll Deduction Changes

- Rates and Contributions: See the Health Benefits Rates & Contributions Worksheet
- Premium Changes take effect the 1st of the month following the event date
- Payroll Deduction Changes generally commence the month that coverage becomes effective. Your premiums for the fiscal year will be recalculated by the Employee Benefits Specialist (see the bottom of the PVSD Enrollment and Change Form); you'll receive a copy.

Proof of Cancellation of Coverage

- Dental & Vision Plan Changes: Use the PVSD Enrollment & Change Form
- Medical Plan Changes: The person being dropped will receive an Evidence of Coverage Certificate from the medical plan provider.

Contact, Information, and Forms

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