



Benefitfocus Guide Required Documentation for Life Events

All requests for benefit changes due to a qualified life event must be submitted online via Benefitfocus with the required documentation within 30 days of the event date.

Life Event	Documentation
Birth/ adoption/guardianship	<p>Birth certificate: must contain name of employee or spouse, name of the child, and date of birth.</p> <p>Hospital birth record: must contain name of employee or spouse, name of the child, and date of birth.</p> <p>Adoption paperwork: must contain name of the child and notary signature/indication that document has been filed with the court.</p> <p>Legal guardianship court order: must contain name of employee or spouse, name of the child, and notary signature/indication that document has been filed with the court.</p>
Daycare provider changes or cost changes	Letter from daycare provider confirming change.
Death of spouse or dependent child	Death certificate: must contain name of spouse/dependent child, date of death, and certifier’s signature/official seal.
Dependent child turns 26	No documentation needed.
Divorce, legal separation, or annulment.	Divorce decree: must contain name of employee, name of spouse, date of the divorce/annulment, and judge’s signature/official seal.
Gain of other coverage	Letter from employer or carrier: must contain name of employee and/or spouse, dependent child(ren), type of benefit coverage, and date coverage became effective.
Loss of other coverage	<p>Letter from employer or carrier: must contain name of employee and/or spouse, dependent child(ren), type of benefit coverage, and date coverage ends.</p> <p>COBRA notice: must contain name of employee and/or spouse, dependent child(ren), type of benefit coverage, and date eligible for COBRA.</p>
Marriage	Marriage certificate: must contain name of employee, name of spouse, date of marriage, and certifier’s signature/official seal.