



Qualifying Life Event Required Documentation

Any benefit changes elected due to a qualifying life event must be made and substantiated within **30 days** of the date of the event. Failure to satisfy this requirement waives your right to change your benefits.

Below is a list of acceptable supporting documentation for each type of life event. Once the documentation is received and approved, your election change(s) will be submitted to the insurance carriers as appropriate.

Please Note:

- All status changes are effective as of the date of the qualifying life event.
- You will be responsible for any retroactive payroll deductions, if applicable.

Type of Life Event	Required Documentation
Marriage	Copy of marriage certificate/license
Birth or adoption of a child	Copy of official birth certificate/legal adoption papers
Newly eligible child (i.e. legal guardianship)	Copy of legal guardianship papers
Divorce, annulment, legal separation	Copy of first and last pages of Divorce Decree showing effective date of divorce
Death of spouse or child	Copy of death certificate
Spouse employment/eligibility change	Copy of letter from spouse's employer indicating date of change OR certification indicating termination date of spouse's benefits
Child eligibility change – Adding coverage	Certification indicating why and when child is to be added, plus copy of birth certificate
Child eligibility change – Dropping coverage	Proof of other insurance coverage
Employee position/FTE change affecting benefit eligibility or cost	Human Resources will report to BenefitBridge
Other	Contact Heather Lynch for appropriate documentation

Direct questions and/or your documentation to:

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