

INSTRUCTIONS FOR SUBMITTING A BENEFITS STATUS CHANGE

1. Go to <https://benefits.lisd.net>.
2. Click on the "Benefit Plans" tab then Status Change to access the Benefit Change Instructions and the Benefit Change Form.
3. Print and complete the information on the Benefits Change Form as instructed.
4. Be sure to sign and date Page 1.
5. On Page 2, indicate the new (or changed) coverage you're wanting. Initial Decline for any coverages being dropped.
6. Email the completed form and the required proof (see below) to benefits@lisd.net

****NOTE* *** There is only a 31-day window from the event date to make a change in your benefits.

To approve any change, appropriate documentation of your status change must be forwarded to the Benefits Office within 31 calendar days from the request date or effective date of the change, whichever is sooner. Documentation can be sent with the completed form to benefits@lisd.net.

REQUIRED PROOF (DOCUMENTATION)

LOSS OF COVERAGE: Proof must be an official document listing the names of all family members who are losing coverage, the type of coverage (medical, dental, etc.) and the termination date of the coverage. Loss of coverage must be non-voluntary. If you or your dependents were voluntarily dropped from a plan, you cannot be added under a status change. Once approved, new coverage will be effective on the 1st of the month following the month that previous coverage was terminated.

GAIN OF COVERAGE: Proof can be any type of official documentation from the new employer or insurance company listing the names of all family members who are gaining coverage, the types of coverage that have been gained and the effective date of that coverage. You must submit your request during the month prior to the date you wish your coverage to end. Coverage cannot be canceled retroactively. Example: Submitted request to cancel on 1/13/24 coverage will end on 2/1/24.

BIRTH: No documentation is required.

ADOPTION: A copy of the front page of the official court documents either placing the child or granting adoption and the last page(s) of that same document with signatures all complete, or signature papers and waivers, if applicable.

MARRIAGE: To add a spouse or new dependents, proof will be a copy of the marriage certificate. If you are wanting to drop coverage as a result of a marriage, please follow instructions for a Gain of Coverage.

DIVORCE: To drop spouse and dependents, please submit a copy of the first and last pages of the official divorce decree. The last pages (signature pages) must be signed and dated. To add coverage -see above instructions for Loss of Coverage.

TURNING 26 — If you are losing coverage due to aging out of another plan, see above instructions for Loss of Coverage.