Stamford Public Schools
EXCELLENCE IS THE POINT.

Divorce or Legal Separation Checklist

Health, Dental, and Prescription Drug Benefits

If Maintaining SPS Insurance Coverage:

- ☐ Within 30 days of divorce, remove ex-spouse and/or ex-stepchildren from your benefits due to ineligible dependent status
- ☐ Within 30 days of divorce, provide the Benefits Administration Office with address of ex-spouse and ex-stepchildren so COBRA continuation notification can be sent
- ☐ Obtain forms online at www.stamfordpublicschools.org. Click on Staff, then Benefits, then Benefits Forms and Applications.

If Losing Other Insurance Coverage:

- ☐ Within 30 days of divorce, submit enrollment forms to the Benefits Administration Office if you have lost coverage due to a divorce with your spouse and you want to elect coverage through Stamford Public Schools
- ☐ Obtain forms online at www.stamfordpublicschools.org. Click on Staff, then Benefits, then Benefits Forms and Applications

Supporting Documentation

- ☐ Divorce Decree/Judgment or Court document attesting to legal separation

Life & Accident Insurance

- ☐ If additional life insurance coverage is wanted: Within 30 days of date divorce, submit application and evidence of insurability form to purchase additional insurance coverage. Life insurance policies are not guaranteed and are subject to evidence of insurability.
- ☐ **Update beneficiary designations.**
  For Teachers and Admin: Stamford Public Schools Beneficiary Form and TRB Life Insurance Beneficiary Form
  For Paraeducators and Security: Stamford Public Schools Beneficiary form and Pension Beneficiary Form

Flexible Spending Accounts

- ☐ Enroll or make changes in health care and dependent day care flexible spending accounts within 30 days from the date of divorce
- ☐ Obtain forms online at www.stamfordpublicschools.org. Click on Staff, then Benefits, then Benefits Forms and Applications

403b & 457 Retirement Plans

- ☐ Contact investment provider to update beneficiary designations

Questions

- ☐ Enrollment – 977-4773

The onus is on the employee to remove an ex-spouse from the insurance within 30 days of a divorce or be responsible for the ex-spouse's incurred claims.