

In order to qualify for medical coverage during a special enrollment period, you need to have a qualifying event. Below are examples of qualifying events as well as the documentation that is required to be submitted with the application.

PLEASE NOTE APPLICATIONS MUST BE SUBMITTED WITHIN **60 DAYS** OF THE QUALIFYING EVENT.

Family change due to:



- ◆ Marriage
 - *(copy of marriage certificate and proof of prior coverage)*
- ◆ Birth of a Child
 - *(election change form)*
- ◆ Divorce/Legal Separation
 - *(Divorce Decree and proof of prior coverage ie EOB, id card)*
- ◆ Adoption Placement/Foster Home Placement
 - *(Adoption papers/Legal guardianship papers)*
- ◆ Death of Spouse/Parent
 - *(Letter from employer/carrier. Must verify date terminated and caused by loss of eligible dependent status)*
- ◆ Moved to Ohio
 - *Proof of prior coverage and proof of prior and new address*

Lost Coverage due to:

- ◆ Termination of Employment
- ◆ Reduction in hours worked
- ◆ Employer ceases to offer sponsored coverage

Documentation Required:

Letter from employer on company stationery and signed by company officer. Must state employee's name (covered dependents if applicable) and verify date coverage was terminated.



Existing policy termination/renewal:

- ◆ Individual policy being terminated off-calendar year (not due to rescission or non-payment)
- ◆ Individual non-calendar year renewal

Documentation Required:

*Copy of termination letter including date of termination.
OR
Copy of renewal that includes the renewal effective date.*



No longer eligible due to:

- ◆ Dependent Age Limit
- ◆ Income
- ◆ COBRA expiration

Documentation Required:

Letter from employer/carrier. Must state employee's name, covered dependents if applicable, cause of termination and date coverage was terminated.

