



POLICY FOR ADDING OR REMOVING DEPENDENTS FROM YOUR HEALTH CARE POLICY

Michigan Tech employees who have health care coverage are **required** to contact the Benefits office within 30 days of any family status change. Notification should be made through Employee Self Service or by completing a Health Enrollment Change Form with supporting documentation sent to the Benefits Office. When adding a dependent, see [this link](#) for a list of required documents.

Special Enrollment Periods/Family Status change

If you decline enrollment for yourself or your dependents during open enrollment or during your eligibility period because of other health coverage, you may in the future enroll yourself and your dependents in Michigan's Tech health plan if:

Common examples of a family status change (not all-inclusive):

- Marriage/divorce
- Birth/adoption of a child
- Legal guardianship
- Loss of health care coverage
- Child turns age 26
- Loss/gain of insurance coverage by your spouse's employer
- Arrival/Departure of family member to the USA

Failure to notify the Benefits Office within 30 days of any family status change may result in the following:

- Additional dependents to your plan will become eligible on the day your enrollment is received
- You will be held responsible for any claims paid for an ineligible dependent
- Premiums paid for an ineligible dependent will not be refunded.