

Waller
Independent School District
EMPLOYEE BENEFITS

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EMPLOYEE BENEFITS
MID-YEAR QUALIFYING EVENT CHANGES
(Revised 07/25/2022)

When can I make changes to my benefits?

- You have a couple of opportunities to make changes to your benefits: during Open Enrollment or within 30 days of a Qualifying Life Event.

What is considered a Qualifying Life Event?

- Marriage
- Divorce
- Birth of a Child
- Adoption/Foster
- Loss of Coverage
- Court Order

When must I submit my change requests for a Qualifying Life Event?

- You must notify and submit changes to Benefits within 30 days of the event date.

When will the changes take effect for the Qualifying Life Event?

- Most changes will take effect on the first of the month following the event date.
- Exceptions include Birth of a Child, Adoption and Foster care. These events will be retroactive to the event date.

Will my newborn be covered until I have the chance to add them to our insurance?

- Newborns are covered under your health insurance plan for the first 31 days. To continue this coverage, you must make a change with Benefits within 30 days of the event date.

What documentation is necessary to make change under a Qualifying Life Event?

- Marriage – Signed marriage license or marriage certificate
- Divorce – First and last page of divorce decree with judge's signature.
- Birth – Copy of birth certificate, birth record, or hospital discharge paperwork with baby's name.
- Adoption/Foster – Court document listing you as parent/guardian of said child.
- Loss of Coverage – Certificate of Credible Coverage from previous healthcare plan.
- Court Order – Court document listing dependent coverage requirements.

What information is necessary when adding a new dependent through a Qualifying Life Event?

- All demographic information: name, gender, address, date of birth, & Social Security number.
- Newborns or Adopted children may be added without a Social Security number; however, please forward the new SSN to Benefits when received.

When will the new premiums begin after making a change?

- Most benefits are effective the first of the month following the event date; therefore, your new premiums are also effective the first of the month following the event date. For example, you lost coverage through a spousal plan effective 01/31/22. The effective date for the new coverage would be 02/01/2022. The new premiums would also begin 02/01/2022.
- When adding a new child, the effective date of coverage is the actual date of the event; however, the new premiums begin on the first of the following month after the event. For example, your new baby was born on 05/10/2022. The baby is covered under your plan through the end of May, but you only begin paying the new premiums effective 06/01/2022.

Other questions?

- Please contact Becky Jimenez at 936-372-4037 or at bjimenez@wallerisd.net