

## Judgment, Decree, or Order to Add Child

These qualifying mid-year event election changes are permitted when you are directed by judgment, decree, or order to provide coverage for a child not currently covered under your plan. This may have resulted from a divorce, a change in legal custody, including obtaining full permanent custody of an “other child,” or any other Qualified Medical Child Support Order (QMSO) or National Medical Support Notice (NMSN). **Election changes must be on account of and correspond with the event.**

- Health Insurance Coverage:**
- You may add the eligible child named in the order  
And
  - Make a corresponding change to your plan.
  - If you are not already enrolled, enrollment is required based on a QMSO or NMSN. HMO members are required to select a primary care physician.

**Note:** If your agency is served with a QMSO or NMSN or another state's child support enforcement agency, the required change will be made to your health care coverage.

- Health Flexible Spending Account:**
- You may enroll or increase your election amount to cover a change in eligible medical expenses.

- Dependent Care Flexible Spending Account:**
- No election change is permitted (see Dependent Care Cost of Coverage Change if you have questions about changing a DCFSA) .

### ***Important Things To Know About Making An Election Change Request For This Event***

- 1. What documentation is required?** A copy of the notice naming the child. Custody must be awarded solely to the employee. Joint custody is allowed when awarded to the employee and spouse, or to the employee and the employee's minor child when both minor child parent and other child reside in the employee's home.
- 2. How to submit the request.** Starting with the day you receive notice that you are to cover the child, you have 60 calendar days use EmployeeDirect, or complete a paper Enrollment Form and submit it to your agency's Benefits Administrator.
- 3. When approved changes take effect.** Changes are effective the first of the month following receipt of your request or following the event, whichever is later. When the later date is the first of the month, changes are effective that day. Health Insurance and FSA elections are separate elections and may be submitted together or separately within the allotted timeframe. Election changes are irrevocable once the effective date of the change has occurred.
- 4. Where to learn more.** Visit [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov). The Employee Benefits link includes answers to frequently asked questions and helpful information about handling a life-changing event. For more details, contact your agency's Benefits Administrator.

**Reminder:** If you miss this opportunity to submit your change request, your next chance will be at Open Enrollment or with another consistent Qualifying Mid-Year Event, whichever comes first. If you already have Family coverage and need to add eligible dependents, please see your agency's Benefits Administrator for additional information.