

Judgment, Decree, or Order to Remove Child

These qualifying mid-year event election changes are permitted when your spouse, former spouse, or other individual is directed by judgment, decree, or order to provide coverage for a child currently covered under your plan. This may have resulted from a divorce, a change in legal custody, or any other Qualified Medical Child Support Order. **Election changes must be on account of and correspond with the event.**

Health Insurance Coverage:

- You may remove only the child named in the notice. The removed child will receive a HIPAA Certificate of Group Health Care Coverage. The child does not qualify for Extended Coverage (COBRA).
- You may change your plan if you are removing the named child. HMO members are required to select a primary care physician.
- You may waive coverage.

Health Flexible Spending Account:

- You may reduce your election amount to cover a change in eligible medical expenses.

Dependent Care Flexible Spending Account:

- No election change is permitted.

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 is required and documentation that the other parent/individual has enrolled the child in their coverage.
- 2. How to submit the request.** Within 60 days of the day you receive notice that you may remove the child, use EmployeeDirect or complete a paper Enrollment Form.
- 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. 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.