



COMMONWEALTH OF VIRGINIA

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

October 7, 2014

Dear Fellow State Employees:

Virginia now legally recognizes same-sex marriages. Employees who become legally married must submit their health benefits enrollment request to enroll or add their spouse and other eligible dependents within 60 days of the marriage. Eligible employees whose same-sex marriage occurred prior to October 6, 2014, have until Thursday, December 4, 2014, to submit their enrollment request.

You must submit your enrollment request and all required documentation to your Benefits Administrator. See the required dependent eligibility documentation [here](#).

Coverage based on this qualifying mid-year event will be effective the first of the month following submission of your enrollment request. If your enrollment request is received on the first day of the month, your coverage is effective that day. If you miss this enrollment window, you must wait until the next Open Enrollment or another qualifying mid-year event which will allow you to add eligible family members.

If you have questions, please contact your Benefits Administrator. You may also send an email to the Department of Human Resource Management's Office of Health Benefits at ohb@dhrm.virginia.gov or call 888-642-4414 or (804) 225-3642 in Richmond.

Sincerely,
Sara R. Wilson
Director