



**PRINCE GEORGE'S COUNTY GOVERNMENT
OFFICE OF HUMAN RESOURCES MANAGEMENT
BENEFITS ADMINISTRATION DIVISION**

THIRTY (30) DAY REMINDER NOTICE

If I need to make a change to my health benefit plan(s) after open enrollment has ended.... What do I need to do?

If you experience a qualifying event after open enrollment has ended, you will need to complete an Enrollment Change Form (Form) within thirty (30) days of the qualifying event.



Some of the major qualifying events that permit enrollment or change in enrollment are:

Qualifying Event	Documentation Required
Birth or adoption of a child	Birth certificate* and social security number; temporary adoption order until final adoption order is received.
Marriage	Marriage certificate and Social Security number.
Divorce	Divorce decree.
Legal separation/Limited divorce	Legal separation/Limited divorce papers signed by judge or attorney.
Legal guardianship	Temporary legal guardianship order until final legal guardianship order is received and Social Security number.
Death of spouse or dependent	Death certificate.
Loss of coverage	Documentation to include date of termination and the coverage(s) you are losing.
Gaining coverage	Documentation to include effective date of coverage(s) and coverage(s) obtained.

*It is advised that you do not wait to receive the birth certificate before adding your dependent(s) to the health benefit plan(s).

If your Form is not submitted to the Division within the thirty (30) day period, you will not be able to make changes to your health benefit plans until the next open enrollment period.

Please contact the Division at (301) 883-6380 with any questions, obtain additional information on other qualifying events, or to request a Form.