

## **Enrolling a Newborn, Adopted Child/Children, Guardianship**

One of the most common subjects that Benefit Services receives inquiries on is the addition of a dependent child to an employee's benefits, including newborn babies, adopted children, guardianships, etc.

As an employee of the state, you can add on an eligible dependent to your existing benefits as long as you are able to submit the required forms and documentation within 31 days from the date of the event. This would be considered a qualifying life event and Benefit Services would be happy to help you change your benefits to include your new dependent!

You can add your new dependent to your profile on the YES website however this does not add your dependent to your benefits, Benefit Services would have to add your dependent once they receive the forms and the documentation.

The forms that we would need are: Declaration of Change and Active Enrollment Form. They are available on our website <http://benefitoptions.az.gov> at your convenience.

We also require documentation that provides proof of the qualifying life event **within 31 days** of the QLE. The documentation needed would be:

**Newborn baby/Birth**- crib card, or hospital verification letter

**Adoption/Placement for Adoption**- legal adoption papers

**Guardianship**- legal guardianship papers, or court order

**Court order coverage of dependents**- legal court orders

**Birth Certificate** – due within 90 days of the QLE

Note: A Qualified Life Event (QLE) application must be submitted with all supporting documentation **within 31 days of the QLE**. If you do not add and/or make a change within the 31day period, IRS requirements will not allow you to change your coverage until the next open enrollment period.

If you have any further questions, please do not hesitate to contact us at 602-542-5008 or email us at [benefitsissues@azdoa.gov](mailto:benefitsissues@azdoa.gov) and a member services representative will be able to assist.