

Qualified Life Event Supporting Documentation

Please submit the required documents as listed below for your Qualified Life Event (QLE). Copies are accepted.

Common Events

Adoption / Placement for Adoption

- Legal adoption, guardianship or court order paperwork.
- Stepchildren being adopted require both birth and legal marriage certificates.

Birth

- Birth certificate
- Crib card or hospital verification letter - accepted for enrollment until a birth certificate is issued.
 - IMPORTANT NOTE: Newborns are not automatically added to the policy. Required documentation must be submitted in order to effectively add coverage.

Death of Employee or Dependent

- Death certificate

Divorce

- Remove Spouse from Coverage
 - Divorce decree
 - IMPORTANT NOTE: Spouse must be removed from the plan regardless of a court order to continue their coverage. COBRA benefits are an available option for spouses dropped from coverage.
- Remove Stepchildren from Coverage
 - If stepchildren are not adopted, they must be removed from coverage. Divorce decree is sufficient.
- Lost Coverage Under Ex-Spouse Due to Divorce
 - Divorce decree
 - Evidence of previous coverage under ex-spouse's plan. Letter from the employer is sufficient.

Legal Separation

- Notice of legal separation

Marriage

- Legal marriage certificate
- Stepchildren being added to coverage require both birth and legal marriage certificates

New Hires

If you are adding a spouse or dependent please supply the following as applicable

- Spouse - Marriage certificate
- Child - Birth certificate
- Stepchild - Birth certificate and marriage certificate

Additional life events documentation is listed on the next page.

More information is on benefitoptions.az.go/QLE.

Other Events

Choose the applicable document for your QLE status. Copies are accepted.

Change in Dependent Eligibility

- Dependent child reaches age 26
- No documentation is required
 - See [Age 26 Dependent Termination Process](#) for more information.

Change in Family Status

Status

- Guardianship
- Change in custody for child(ren) or stepchildren
- Court ordered coverage of dependents (QMCSO)
- Foster children

Documentation

- Legal adoption papers
- Legal guardianship papers
- Stepchild(ren) require both birth and legal marriage certificates
- Legal court orders
- Qualified Medical Child Support Order (QMCSO)

Lose or Gain Coverage

Status

- Loss of other coverage
- Eligibility for premium assistance under Medicare, Medicaid or CHIP (AHCCCS)
- Loss of eligibility for Medicare, Medicaid or CHIP coverage

Documentation

- Evidence of previous coverage
- Notice of eligibility for premium assistance
- Evidence of previous Medicare, Medicaid or CHIP coverage
- Evidence of Medicare, Medicaid or CHIP enrollment

Change in Employment Status or Work Hours

Status

- Employment commencement (i.e. spouse or dependent begins employment or obtains new coverage)
- Employment termination (i.e. spouse ends employment or loses coverage)
- Initiation of leave without pay (LWOP) status, partial or total
- Return to work after approved leave, if coverage was modified at initiation of leave

Documentation

- Evidence of new coverage under spouse
- Spouse's evidence of new coverage
- Evidence of previous coverage under spouse (i.e. letter from employer or letter of creditable coverage)
- Verification of approved leave or change in work hours
- Verification of declination of previous coverage
- Verification of current payments

Change in Residence

Status

- Change in place of residence affecting coverage availability
- Change in country of residence affecting coverage availability

Documentation

- Evidence of change in residence
- Evidence of arrival/departure from previous country of residence

Questions or Issues

Please contact a Benefit Options representative by phone at [602-542-5008](tel:602-542-5008), toll-free [1-800-304-3687](tel:1-800-304-3687), email benefits@azdoa.gov or visit benefitoptions.az.gov.