



# Change of Status

You have **31 days from the date of a qualified change of status event** to complete changes to your benefits that are consistent with that event via the [My UT Benefits](#) portal. If you do not make your eligible changes during the 31-day status change period, your changes cannot be made until Annual Enrollment which is July 15th – 31st, to be effective September 1st.

You may enroll on or make changes to benefits within the applicable timeframe via [My UT Benefits](#).

For questions, please contact The Office of Human Resources at [benefits@utep.edu](mailto:benefits@utep.edu).

## **The list below includes common examples of qualified Change of Status events:**

- marriage, divorce, annulment, or spouse's death;
- birth, adoption, medical child-support order, or dependent's death;
- significant change in residence if the change affects you or your dependents' current plan eligibility;
- change of job status affecting eligibility (e.g. for employees: from non-benefits eligible part-time to full-time, starting or ending employment, starting or returning from FMLA, or other);
- change in dependent's eligibility (e.g., reaching age 26 or gaining or losing eligibility for any other reason); or
- significant change in coverage or cost of other benefit plans available to you and your family.

## **An employee or retired employee:**

- whose dependent loses insurance coverage under the Medicaid or Children's Health Insurance Program (CHIP) as a result of loss of eligibility of either the employee or the dependent; or
- whose dependent becomes eligible for a premium assistance subsidy under Medicaid or Children's Health Insurance Program (CHIP),

may enroll a dependent that is covered by CHIP in the basic coverage under UT Benefits, as long as the dependent meets all other UT [Eligibility Requirements](#) (<https://www.utsystem.edu/node/24956>) and is enrolled within 60 days from the date of the applicable event. If enrollment of the dependent is conditioned on enrollment of the employee/retired employee, the employee/retired employee will also be eligible to enroll.

**Note:** Evidence of Insurability and Evidence of Eligibility may be required for some benefit changes following a qualified change of status event.

You may enroll in or make changes to benefits within the applicable time frame through [My UT Benefits](#) (active members) or [My UT Benefits](#) (retired members).



# Evidence of Eligibility

Dependent	Eligibility	Required Documents
<b>Spouse</b>	<b>For all plans:</b> your legally married spouse or common-law spouse with whom you've filed a Declaration of Informal Marriage	<ul style="list-style-type: none"> <li>• Marriage Certificate, <b>or</b></li> <li>• Declaration of Informal Marriage, <b>and</b></li> <li>• Social Security Number</li> </ul>
<b>Biological Child</b>	<b>For all plans:</b> your child under age 26 regardless of marital status or military enlistment.	<ul style="list-style-type: none"> <li>• Birth Certificate of child, <b>and</b></li> <li>• Social Security Number</li> </ul>
<b>Adopted Child</b>	<b>For all plans:</b> your child under age 26 regardless of marital status or military enlistment.	<ul style="list-style-type: none"> <li>• Birth Certificate of child, <b>or</b></li> <li>• Valid court order of adoption, <b>or</b></li> <li>• Valid pre-adoption placement order issued by a licensed child placement agency, <b>or</b></li> <li>• Valid court order naming you as managing conservator of child, <b>and</b></li> <li>• Social Security Number</li> </ul>
<b>Stepchild</b>	<b>For all plans:</b> your child under age 26 regardless of marital status or military enlistment.	<ul style="list-style-type: none"> <li>• Birth Certificate of child, <b>and</b></li> <li>• Marriage certificate for you and the biological parent, <b>and</b></li> <li>• Social Security Number</li> </ul>
<b>Child under Legal Guardianship or Conservatorship</b>	<b>For all plans:</b> your child under age 26 regardless of marital status or military enlistment.	<ul style="list-style-type: none"> <li>• Valid court order naming you as the child's guardian or conservator, <b>and</b></li> <li>• Social Security Number</li> </ul>
<b>Grandchild</b>	<b>For all plans:</b> your unmarried grandchild under age 26 if the child is your dependent for federal tax purposes	<ul style="list-style-type: none"> <li>• <a href="#">Dependent Grandchild Certification</a>, <b>(and)</b></li> <li>• Birth Certificate of grandchild, <b>and</b></li> <li>• Birth Certificate of biological parent, <b>and</b></li> <li>• Most recent tax return indicating child is your financial dependent or school records in the absence of a tax return, <b>and</b></li> <li>• Social Security number</li> </ul>
<b>Incapacitated Over Age Child</b>	Certain children over age 26 for all plans who are determined to be medically incapacitated by the UT System Office of Employee Benefits and are unable to provide their own support	<ul style="list-style-type: none"> <li>• Birth Certificate of child, <b>and</b></li> <li>• Proof of prior health coverage, <b>and</b></li> <li>• Social Security number</li> </ul>

**IMPORTANT**

1. A Power of Attorney is not adequate legal documentation for establishing a Dependent relationship.
2. A complete copy (all pages) of a Court Order may be required to be provided, depending on eligibility and documentation requirements.
3. If Subscriber is unable to provide the above document(s) but has other documentation that may establish a Dependent relationship, the institution HR Manager should review and determine that the alternative documentation is adequate.
4. A document in a language other than English must be accompanied by a notarized, sworn affidavit by an independent third party indicating the document has been reviewed and translated.