

Family Status Change & Online Enrollment Information

Benefit enrollment required 30 days from the date of the qualifying event when making mid-year changes

You will need to do the following things to complete your family status change:

- Enrollments are made online through MyADP. Follow the directions below to access the online portal.
 - Go to <https://my.adp.com>
 - Enter your ADP Username & Password
 - Select the Benefits Tab and then on the Report a Qualifying Change Tile select "Declare An Event"
 - Select the appropriate reason for your change and enter the effective date of your change. **You cannot enter future dated events.** You must wait until the status change has occurred to begin enrollment.
 - The system will walk you through all available benefits by following the prompts
 - Enrollment is not complete until you confirm the enrollment change and a confirmation number is received
- Documentation to verify your dependents as well as the documentation for the reason for the event will need to be sent to ADP Dependent Verification Services. These documents can be uploaded in the Benefit Portal once you have confirmed your election changes. You will also be given the option to fax or mail to Dependent Verification Services (DVS). If you are faxing or mailing in documents, you will need to include the cover sheet with this information. Their fax information can be found on this cover sheet. For questions on this, contact ADP Dependent Verification Services @ 1-800-553-3823.

Examples of required documentation to verify dependents/qualifying event:

SPOUSE	
You will need to submit the item from List A and one item from List B. The document from List B must be dated within the last 6 months and have the dependent's name on it.	
List A	List B
Marriage Certificate	Bank or Credit Car Statement with a Common Address
	Mortgage or Lease Statement with a Common Address
	Motor Vehicle State with a Common Address
	Utility Bill with a Common Address
CHILD	
You will need to submit the item from List A. If your Child is a stepchild, you will need to submit your marriage certificate with Spouse listed as well as an item from List B for spouses.	
List A	
Adoption Certificate	
Birth Certificate with Parent's Name Listed	
Documentation of Legal Custody	
Documentation of Legal Guardianship	
Hospital Birth Record (within 90 Days of Birth)	
Qualified Medical Child Support Order	

Types of Qualifying Events

Adoption	Divorce	Gain of CHIRPA Coverage
Birth of Child	Employee Gains Other Coverage	Legal Separation
Death of Dependent	Employees Loses Other Coverage	Marriage
Dependent Gains Other Coverage	Enrollment in Health Exchange	Spouse Gains Other Coverage
Dependent Loses Other Coverage	Establish Legal Guardianship	Spouse Loses Other Coverage

Benefit Information

All information you will need to know to make an informed decision can be found on the Benefits Section of ADP or on D-Web under Human Resources and select the Benefits Section.

Our Benefit Plan year ends September 30th each year. Open enrollment is in August for October 1 changes.

Important Notes

- Provider Network is based on location of residence, all dependents must be listed with the address they generally reside.
- All changes must be consistent with the family status event.
- Once enrollment is complete, we recommend that you save a copy of the confirmation page for your personal records.
- Wellness Program - Be sure to mark your calendar to complete your health screening prior to August 1st. Online appointments can be made on the MyWellness portal. For more information, please contact the Wellness Department at 812-450-1348.
- If you are unable to enroll online, please contact the Benefits Office at 450-2025 before your 30 day deadline!