

The University of Akron Family Status Change Policy

An employee may revoke an election to all group benefits (except long term disability) during a period of coverage commitment and make a new election due to a change in family status. Events qualifying as a change in family status are defined as:

- Legal marital status
- Residence (moving out of service area)
- Entitlement to Medicare or Medicaid
- Employment status (covered employee or dependent)
- Dependent satisfies or ceases to satisfy eligibility requirements
- Significant cost or coverage changes (increase or decrease)
- Number of dependents
- Adoption assistance
- Judgment, Decree or Order

All changes in family status must be reported and forms completed and returned within 31 days of the event. If an employee fails to complete a change in family status within 31 days of the event the following will apply:

- The change will become effective the first day of the month following receipt of all completed forms/documentation by the Office of Benefits Administration.
- The change will be allowed for medical coverage only. No other changes.
- Employees enrolled in HomeTown, Kaiser Permanente or SummaCare will not be allowed to add a dependent to one of these plans until the following open enrollment period.
- Employees enrolled in HomeTown, Kaiser Permanente or SummaCare will be given the option to change to one of Medical Mutual plans.

Any change of family status that is reported beyond 90 days of the occurrence of the event will not be accepted. Such changes will have to be made during the following open enrollment period.

Some changes in family status require documentation of the event. Employees incurring a change in family status should contact The Office of Benefits Administration at X7092.