

In order to qualify for medical coverage during a special enrollment period, you need to have a qualifying event. Below are examples of qualifying events as well as the documentation that is required to be submitted with the application.

PLEASE NOTE APPLICATIONS MUST BE SUBMITTED WITHIN **60 DAYS** OF THE QUALIFYING EVENT.

**Family change due to:**



- ◆ Marriage
  - *(copy of marriage certificate and proof of prior coverage)*
- ◆ Birth of a Child
  - *(election change form)*
- ◆ Divorce/Legal Separation
  - *(Divorce Decree and proof of prior coverage ie EOB, id card)*
- ◆ Adoption Placement/Foster Home Placement
  - *(Adoption papers/Legal guardianship papers)*
- ◆ Death of Spouse/Parent
  - *(Letter from employer/carrier. Must verify date terminated and caused by loss of eligible dependent status)*
- ◆ Moved to Ohio
  - *Proof of prior coverage and proof of prior and new address*

**Lost Coverage due to:**

- ◆ Termination of Employment
- ◆ Reduction in hours worked
- ◆ Employer ceases to offer sponsored coverage

**Documentation Required:**

*Letter from employer on company stationery and signed by company officer. Must state employee's name (covered dependents if applicable) and verify date coverage was terminated.*



**Existing policy termination/renewal:**

- ◆ Individual policy being terminated off-calendar year (not due to rescission or non-payment)
- ◆ Individual non-calendar year renewal

**Documentation Required:**

*Copy of termination letter including date of termination.  
OR  
Copy of renewal that includes the renewal effective date.*



**No longer eligible due to:**

- ◆ Dependent Age Limit
- ◆ Income
- ◆ COBRA expiration

**Documentation Required:**

*Letter from employer/carrier. Must state employee's name, covered dependents if applicable, cause of termination and date coverage was terminated.*

