



## Eligible Enrollment Periods

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Event / Enrollment Period	Action	Requirements
Open Enrollment October 1 – 31*	Eligible to enroll, add or remove qualified dependent(s), no qualifying life event necessary	If adding qualified dependent(s), refer to page 4 for required documentation, verifying dependents eligibility for coverage.
New Hire Enrollment With-in 60 days of hire date	Eligible to enroll for coverage	If enrolling dependents, refer to page 4 for required documentation verifying dependent(s) eligibility for coverage
Life Event (Adding) With-in 30 days of event date	Adoption	Adoptions records
	Birth	Birth Certificate, or Hospital footprint record, or Hospital record
	Marriage	Marriage Certificate
	Gain custody of Dependent	Court Order documents
	Self/Spouse/Dependent Loses Coverage	Letter (on letterhead) from employer showing date coverage ended, or Online Benefit Confirmation Statement showing date coverage ended, AND required documents listed on page 6.
	Lose Eligibility Medicare/Medicaid	Letter from CMS showing date coverage ended, AND required documents listed on page 6.
	Spousal Surcharge	When your spouse becomes eligible for coverage through their employer, you are required to report this event and pay a spousal surcharge in order to keep your spouse covered on the medical plan.
Life Event (Removing) With-in 30 days of event date	Self/Spouse/Dependent Gains Coverage	Letter (on letterhead) from employer showing date coverage started, or Online Benefit Confirmation Statement showing date coverage started.
	Divorce	Copy of 1 <sup>st</sup> page and Judges signature page of Divorce Decree/Judgement
	Gain Eligibility Medicare/Medicaid	Copy of Medicare or Medicaid card
	Over Age Dependent	End of the month in which dependent turns 26
	Death of Dependent	Death Certificate (Long form)
	Spousal Surcharge	When your spouse loses eligiblity from coverage through their employer, you can report this event and remove the spousal surcharge

\* Coverage elected during Annual Open Enrollment becomes effective on January 1.