

How To: Change/Update Benefits Due to a Life Event

This job aid provides an overview of the steps required to change or update your benefits due to a recent life event.

Step 1: Gather the supporting documentation related to the qualifying life event. A list of qualifying life events and examples of acceptable documentation is below:

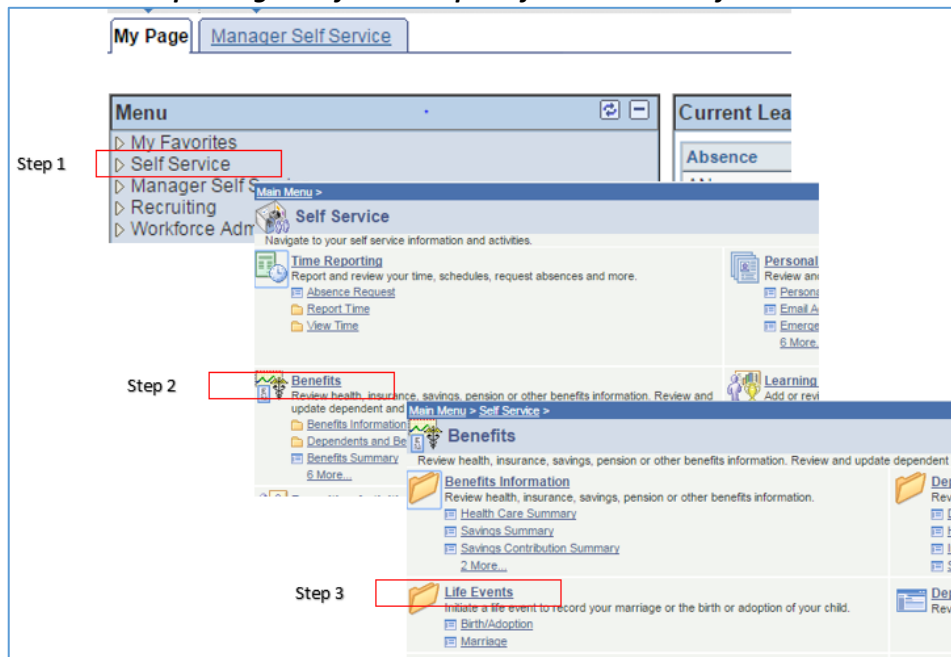
Event	Acceptable Documentation
Marriage	Marriage License
Divorce	Divorce Decree
Birth of a Child	Hospital discharge paperwork
Involuntary Loss of Coverage (ie loss of job)	Benefits coverage termination notice
Adoption	Court ordered adoption paperwork
Foster Placement	Court ordered foster paperwork

Benefit changes due to a life event are accepted within **31 days** of the qualifying date. No exceptions will be made.

Step 2: Complete the [Benefits Enrollment Form](#). Use this form to indicate new dependent information and/or any changes you are requesting to your benefits elections. Qualifying life events permit you to modify your plan enrollment in addition to adding dependents. Please use this form to indicate all requested changes.

Step 3: ONLY IF UPDATING BENEFITS DUE TO BIRTH OF A CHILD. If you are enrolling a child, you must also add this life event information to PeopleSoft. Once you have logged into PeopleSoft, select the “Self Service” text, then “Benefits”, then “Life Event and “Birth/Adoption.” Complete the fields as requested, and submit the form. You may still enroll a newborn if you do not yet have the child’s social security number. However, you must submit this information in PeopleSoft **within 30 days** of the birth. Failure to do so may result in a lapse in coverage for the newborn.

Updating Benefits in PeopleSoft Due to Birth of a Child



The screenshot shows the PeopleSoft Manager Self Service interface. The navigation path is as follows:

- Step 1:** In the main menu, click on "Self Service".
- Step 2:** In the sub-menu, click on "Benefits".
- Step 3:** In the sub-menu, click on "Life Events".

Step 4: Once you have submitted your life event documentation and Benefits Enrollment Form, the benefits changes will reflect within your account in 5-8 business days. Deductions will not reflect on your paystub until the following pay date after the benefits are effective. We recommend reviewing your PeopleSoft account 5-8 business days after you have submitted your documentation to confirm the elections you chose are reflected within your account.

Questions regarding the life event benefit change process can be directed to dcps.benefits@dc.gov.