

Judgment, Decree, or Order to Add Child

These qualifying mid-year event election changes are permitted when you are directed by judgment, decree, or order to provide coverage for a child not currently covered under your plan. This may have resulted from a divorce, a change in legal custody, a National Medical Support Notice from the Department of Social Services, or any other Qualified Medical Child Support Order.

Health Care Coverage:

- You may change your plan. If you are not already enrolled, you must enroll. HMO members are required to select a primary care physician.
- You must add the eligible child named in the notice.

Note: If your agency is served with the notice and you have not taken action, the mandatory change will be made to your health care coverage.

Medical Flexible Reimbursement Account:

- You may enroll or increase your election amount to cover a change in eligible medical expenses. Sign-up following your enrollment to get the EZ Reimburse MasterCard.

Dependent Care Flexible Reimbursement Account:

- No election change is permitted.

Important Things To Know About Making An Election Change Request For This Event

- 1. What documentation is required.*** A copy of the notice naming the child.
- 2. How to submit the request.*** Within 31 days of the day you receive notice that you are to cover the child, use [EmployeeDirect](#) or complete a paper [Enrollment Form](#).
- 3. When approved changes take effect.*** Changes are effective the first of the month following receipt of your request or following the event, whichever is later. When the later date is the first of the month, changes are effective that day.
- 4. Where to learn more.*** Visit www.dhrm.virginia.gov. The [Employee Benefits link](#) includes answers to frequently asked questions and helpful information about handling a life-changing event. For more details, contact your agency's Benefits Administrator.

Reminder: If you miss this opportunity to submit your change request, your next chance will be at [Open Enrollment](#) or with another consistent [Qualifying Mid-year Event](#), whichever comes first. Contact your agency's Benefits Administrator about an exception for those already under family coverage.