

Move Affecting Eligibility for Health Care Plan

These qualifying mid-year event election changes are permitted when you, your spouse or your child's eligibility for a health care plan's service area changes. This usually happens when there is a permanent change of residence, but may also happen when there is a change in your work location. It applies primarily to HMO coverage.

Health Care Coverage:

- When you gain eligibility for HMO coverage, you may enroll or change your plan to the HMO.
- You may add eligible family members when they move into your HMO's service area.
- When you lose eligibility for your HMO coverage, you must change your plan or waive coverage.

Note: Contact your agency's Benefits Administrator to remove family members that move out of your HMO's service area.

Medical Flexible Reimbursement Account:

- No election change is permitted.

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.** Your agency will validate your address.
- 2. How to submit the request.** Within 31 days of the day eligibility for the HMO changed, 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.