

## Spouse or Child Lost Eligibility under Their Employer's Plan

These qualifying mid-year event election changes are permitted when your spouse or child changes employment status resulting in the loss of eligibility under their employer's plan. This includes terminating employment and beginning an unpaid leave of absence.

### Health Care Coverage:

- You may enroll or change your plan. HMO members are required to select a primary care physician.
- You may add eligible family members.

### 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:

- You may enroll or increase your election amount to cover a change in eligible dependent care expenses when your spouse loses eligibility for an account.
- You may reduce or cancel your election amount to cover a change in eligible dependent care.

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

- 1. What documentation is required.** Documentation from the other employer validating the loss of eligibility under their plan.
- 2. How to submit the request.** Within 31 days of the first day eligibility is lost under the other employer's plan, 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](http://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.