

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 104-9	REVISED: 3	PAGE <u> 1 </u> OF <u> 1 </u>
	SUBJECT: STATUS CHANGE NOTIFICATION REQUIREMENTS FOR INSURANCE BENEFITS		

1.0 POLICY

Employees are required to notify the City Benefits Coordinator regarding any status changes that affect City sponsored insurance benefits.

2.0 ORGANIZATIONS AFFECTED

All current employees and retired employees who are enrolled in any of the City's insurance plans.

3.0 PROCEDURE

3.1 Notification Requirements

Employees, retirees and qualified beneficiaries, who are covered on any of the City's insurance plans, are responsible for notifying the Benefits Coordinator within **30 days** after any of the following events:

- ❖ Birth or adoption of a child;
- ❖ Marriage, divorce or legal separation;
- ❖ Intention to drop spouse or child dependent;
- ❖ Loss of coverage under a spouse's health plan

3.2 Documentation Requirements

The employee may be asked to provide documentation of loss of coverage, marriage, or birth/adoption of a child.

3.2 Failure to Notify

Employees or retirees who fail to notify the Benefits Coordinator within 60 days of the qualifying event will lose their right to add themselves or a dependent to the City plan. Likewise, failure to notify for removal of a covered dependent can result in loss of COBRA eligibility.

DEPARTMENT: ADMINISTRATION	SUPERSEDES: 4/1/2010	PREPARED BY: DAB	APPROVED BY: JRB	DATE: 11/2013
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