

PEIA

Documentation Required for All Status Changes

PEIA now requires documentation of every Change in Status. This documentation must be submitted with any paper Change in Status form, or be delivered immediately to your benefit coordinator if the change is made online.

Status Change Event	Documentation Required
Divorce	Provide a copy of the divorce decree showing that the divorce is final. Coverage for the ex-spouse will be terminated at the end of the month in which the divorce became final.
Significant Change in Health Coverage Attributable to Spouse's Employment	Documentation from the spouse's employer describing the change in health coverage.
Marriage	Copy of valid marriage license or certificate
Birth of Child	Copy of child's birth certificate
Adoption	Copy of adoption papers
Adding coverage for a stepchild who resides with the policyholder	An affidavit stating that the dependent resides with the policyholder and that the policyholder is responsible for more than 50% of the dependent's financial support and maintenance. You can use the Dependent Qualification Affidavit for this.
Adding coverage for a child who resides with the policyholder and for whom the policyholder provides more than 50% of the financial support	An affidavit stating that the dependent resides with the policyholder and that the policyholder is responsible for more than 50% of the dependent's financial support and maintenance. You can use the Dependent Qualification Affidavit for this.
Open Enrollment under spouse's employer's benefit plan	A copy of printed material showing open enrollment dates and the employer's name.
Death of spouse or dependent	A copy of the death certificate.
Beginning of spouse's employment	A letter from the spouse's employer stating the hire date, effective date of insurance, what coverage was added, and what dependents are covered.
End of spouse's employment	A letter from the spouse's employer stating the termination or retirement date, what coverage was lost, and dependents that were covered.
Significant change in health coverage due to spouse's employment	A letter from the spouse's insurance carrier indicating the change in insurance coverage, the effective date of that change and dependents covered.
Unpaid leave of absence by employee or spouse	A letter from your or your spouse's personnel office stating the date that you or your spouse went on unpaid leave or returned from unpaid leave.
Ineligibility of dependent child due to age	Copy of the dependent's birth certificate
Ineligibility of dependent child due to marriage	Copy of the dependent child's marriage license or certificate.
Ineligibility of dependent due to loss of qualified relative status	An affidavit stating that the dependent is no longer a qualified relative. You can use the Dependent Ineligibility Affidavit for this.
Change from full-time to part-time employment or vice versa for employee or spouse	A letter from your or your spouse's employer stating the previous hours worked and the new hours worked and the effective date of the change.