

Update

Status Changes | Qualified Life Event

What is a Qualified Status Change/Qualified Life Event?

Under the company's flexible benefits plan, you pay for your health care contributions and make your health care and dependent care flexible spending account contributions on a pre-tax basis. In exchange for the tax benefits, you are limited as to when and why you can make changes to your elections.

Benefits coverage under the flexible benefits plan are considered separate for purposes of changes that can be made during the year and the rules applying to each coverage may differ. If you have specific questions about life events, contact your local HR representative or an ADP MyLife Advisor.

You have 31 days from the qualified status change to notify an ADP My Life Advisor*. You can contact an ADP MyLife Advisor at 855-547-8508 or MyLifeAdvisor@adp.com. For those already enrolled in benefits, you may also log into ADP WorkForce Now to enter your change. Follow the menu path:

Myself>Benefits>Enrollments>Report a Life Change>Report a Change

Failure to report a life event means waiting until the next enrollment period for changes in coverage to be effective the first day of the following year.

Examples of Qualified Status Changes

This list is not all inclusive. Please contact an ADP My Life Advisor to determine if your situation would allow a benefit change.

- Marriage, divorce, death of a spouse, legal separation or annulment
- Dependent status changes, including birth, adoption, placement for adoption, court-appointed guardianship, qualified medical child support order, death of dependent, addition of stepchildren, age ineligibility (age 26; automatically processed*)

**Employees enrolled in a Union Opt Out Medical plan should contact their local HR representative for changes to their medical coverage.*

If there is any variation between the language in this document and in the official Plan documents, the language contained in the Plan documents will prevail.

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- Employee's own status change, including transfer with the Company that affects eligibility from coverage; retirements or terminations are handled at a local HR level
- Spouse or dependent status change, including their own retirement, termination or commencement of employment, strike or lockout, change in employment hours that affects eligibility for coverage, change in spouse's mid-year open enrollment elections, qualifying judgment, decree or other order requiring healthcare coverage for your dependent child
- For dependent day care FSA only - changes in the cost of care provided by dependent day care provider as long as the provider is not a relative. (For 2021 only, you may cancel without a reason.)

Unsure if your life event qualifies? Please reach out to an ADP MyLife Advisor ASAP. Don't miss the 31 day notification deadline.

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