

EASTERN MICHIGAN UNIVERSITY

Birth, Adoption, or Legal Guardianship of a Child A Change of Status Life Event

Congratulations on your new arrival! This *Change of Status* will allow you to make changes to and enroll in benefits mid-year. You have 30 calendar days from the date of the event to contact the Benefits Office to complete the necessary benefits change forms. **If you do not contact the Benefits Office within this time period, you must wait until the next available Open Enrollment period to make changes.** For your convenience, we have prepared a checklist of benefit changes permitted due to birth, adoption, or legal guardianship:

- ❖ Add dependent and/or spouse to Health Plan
- ❖ Add dependent and/or spouse to Dental Plan
- ❖ Consider changing beneficiaries of your
 - ❖ Life Insurance
 - ❖ Retirement plans (if participating in MPSERS – www.michigan.gov/ors or TIAA-CREF - www.tiaa-cref.org)
 - ❖ Tax Deferred Annuities (if participating in TIAA-CREF or CHASE)
 - ❖ Travel Insurance (benefit applies to: AC/AP/PT/FAC)

All necessary forms can be obtained from and returned to the Benefits Office, 140 McKenny Hall, Ypsilanti, MI 48197, when completed. Please remember:

**PROOF OF
BIRTH, ADOPTION, OR GUARDIANSHIP**
Please include a copy of a statement from the hospital or your physician for verification of birth. In cases of adoption or legal guardianship, please include a copy of the court order.