

EASTERN MICHIGAN UNIVERSITY

Spouse's Loss or Change of Employment A Change of Status Life Event

This *Change of Status* refers to any event that results in your loss or gain of eligibility for medical and dental coverage and will allow you to make changes or enroll in benefits mid-year. If you lose coverage due to your spouse's termination or change of employment, you have 30 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 this *Change of Status* life event:

- ❖ Enroll or change coverage for yourself, spouse and/or dependent(s) in Health Plan
- ❖ Enroll or change coverage for yourself, spouse and/or dependent(s) in Dental Plan

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 LOSS
OF COVERAGE**

Please include a statement from your spouse's place of employment verifying the loss of eligibility for coverage within 30 days of the event.