# Adding and Dropping a Dependent

*Employees, Managers & HR Professionals Only*

## Adding/Dropping Dependents

Dependents can be added or dropped only for the following reasons:

- New Hire
- Open Enrollment
- Qualifying Status Changes (QSC)

NOTE: Refer to the *Changing Benefit Elections after Experiencing a Qualifying Status Change Event* or *Processing Open Enrollment Elections* Quick Reference Cards for additional information.

## Notification Timeframes

Dependents may only be added or dropped within the guidelines stated below:

- New Hires have 60 calendar days from the date of hire.
- The Open Enrollment period occurs in the fall of each year and usually last 4 to 5 weeks. Employees can add or drop dependents to be effective January 1st of the upcoming plan year.
- Employees experiencing a QSC usually have 31 days from the date of the QSC to add a dependent, but employees may add a newborn child within 60 days of the date of birth.

## Adding Versus Enrolling Dependent In Benefits

Adding a dependent means adding him/her to your records. Enrolling a dependent means selecting each benefit plan to cover him/her. To enroll your dependent in a benefit plan you must:

- Add your dependent to your benefit records.
- Enroll your dependent in each benefit plan separately.

## How Do I Add or Drop a Dependent?

Employees can add or drop dependents by either:

- Accessing the People First System
- Contacting the People First Service Center at 1-866-663-4735

OR

- Completing a Qualifying Status Change Enrollment form (if experiencing a QSC) and a separate enrollment form for each benefit plan being changed (i.e., Health Enrollment form, Dental Enrollment form, etc.)

## Did You Know?

- Participants must provide the supporting documentation to verify that the dependents added are eligible.
  NOTE: Refer to the *Dependent Documentation* Quick Reference Card for additional information.
- Once a dependent has been added, the only information that you can change through the People First website is the Social Security Number and the dependent's address, if different from your address. You must call the People First Service Center to process all other changes.
- Adding dependents to your record does not add the dependents automatically to your benefit coverage. You must enroll the dependents in each benefit plan separately.

## How Do I Add or Drop a Dependent Using The People First System?

A Qualifying Status Change (QSC) event or Open Enrollment event must be initiated before either a new dependent can be added to your record and enrolled in benefits OR an existing dependent can be dropped from your benefit plans.

1. Click on the **Health & Insurance** tab on the top navigation bar on the People First homepage. The Health and Insurance homepage will display.
2. Click on the Process Benefits Elections link. The Benefit Elections homepage will display.
3. Determine if there are any events currently listed on the page.
   - If yes, click on the Process Event button. The Dependent Overview page will display.
   - If no, click on the New Event button and refer to the Navigational Helpful Hints link on the New Event page under Additional Information.
4. Determine if dependents need to be added or need their Social Security Number and/or address information updated.
   - If yes, refer to the Navigational Helpful Hints link on the New Event page under Additional Information.
   - If no, click on the Continue button. The Summary page will display listing current benefit coverage.
5. Review current benefit plan coverage to determine if changes need to be made.
   - If yes, click on the Process Enrollment button. The Health Enrollment page will display.
   - If no, no further action is needed. Click on the Cancel button to return to the Benefit Elections homepage.
6. Make appropriate changes by:
   - Clicking on the to the left of the benefit plan desired.
     NOTE: The type of changes that can be made will be determined by the Qualifying Status Change Event being processed.
   - Verifying there is a in the Dependent box to the left of each dependent to be covered.
     - If yes, continue with the next step.
     - If no, click on the box to the left of each dependent to be covered. A checkmark will appear in the box.
       NOTE: Click on the box to remove the checkmark to "drop" a dependent from coverage.
7. Determine if any other changes need to be made to other benefit plans.
   - If yes, click on either the Benefit Plan Tab needed OR click on the Previous Plan OR Next Plan button to reach the appropriate benefit plan tab and return to Step 6.
   - If no, click on the Summary/Enroll button to continue to the Summary page to finalize the enrollment process.
8. Review your revised benefit plan coverage to determine if changes are needed.
   - If yes, return to Step 5.
   - If no, click on the Enroll button. Changes will be saved and a confirmation PDF will open in a separate window.
9. Click on the Complete button. The Benefit Elections homepage will display.