



Sunnyside Unified School District
Human Resources Department
 2238 East Ginter Road i Tucson, Arizona 85706
 Phone: (520) 545-2136; (520) 545-2039 Fax: (520) 545-2128
 Email: HR-Benefits@susd12.org; Internet: www.susd12.org

Qualifying Event Matrix - employee driven changes

| Event | Enrollment Period | Effective Date | UMR | Metlife or TDA | EyeMed | Mutual of Omaha EE Life | Mutual of Omaha Spouse/ Child Life | Mutual of Omaha AD & D | Required Proof |
|--|-------------------|----------------|---|----------------|--------|--|--|---|--|
| Birth or Adoption | Within 30 days | Date of event | Can change plans or increase coverage, waive coverage, or add new dependents. | | | Any change. Evidence of insurability (EOI) rules apply. | Any change. Evidence of insurability (EOI) rules apply. | Can change or increase coverage, waive coverage, or add new dependents. | Birth certificate or court adoption papers. |
| Marriage | Within 30 days | Date of event | Can change plans or increase coverage, waive coverage, or add new dependents. | | | Any change. Evidence of insurability (EOI) rules apply. | Any change. Evidence of insurability (EOI) rules apply. | Can change or increase coverage, waive coverage, or add new dependents. | Marriage certificate. |
| Divorce | Within 30 days | Date of event | Can change plans, decrease or increase coverage, or add new dependents. | | | Any change. Evidence of insurability (EOI) rules apply. | Any change. Evidence of insurability (EOI) rules apply. | Can change or increase coverage, waive coverage, or add new dependents. | Divorce decree. |
| Dependent spouse or child loses eligibility in SUSD plan | Within 30 days | Date of event | Can change plans or decrease coverage. | | | Can decrease coverage. | Can decrease coverage. | Can decrease coverage. | Letter from employer or military showing changes. |
| Dependent spouse or child gains eligibility in SUSD plan | Within 30 days | Date of event | Can change plans or increase coverage. | | | Can increase coverage. Evidence of insurability (EOI) rules apply. | Can increase coverage. Evidence of insurability (EOI) rules apply. | Can increase coverage. | Letter from employer showing changes. |
| AHCCCS eligibility change | Within 60 days | Date of event | Can change plans or increase coverage, waive coverage, or add new dependents. | | | N/A | N/A | N/A | Letter from ACCESS showing approval, cancellation or denial. |