### Required Documentation for Qualified Life Events

#### Change of Your Employment Status
(Effecting Eligibility for UVA Plan)

- **No documentation needed when you have the following employment status change since UVA will provide it:**
  - Increase in hours from part-time to full-time
  - Reduction of hours
  - Start or return from an unpaid leave of absence

#### Change of Spouse/Dependent Employment Status
(Effecting Eligibility for Their Employer’s Plan)

- **Terminated employment** – document from employer on official letterhead indicating employment termination date for spouse or dependent, and date their health and/or dental coverage ended
- **Change in eligibility for benefits** – document from employer on official letterhead indicating date the spouse/dependent became eligible or ineligible for health and/or dental coverage, and the date their coverage began or ended
- **Start or return from unpaid leave of absence** – document from employer on official letterhead indicating date the spouse/dependent began or ended their unpaid leave of absence and the date their health and/or dental coverage began or ended

#### Loss of Dependent Eligibility

- Department of Social Services Order confirming you are no longer responsible for providing health coverage to the dependent or proof of loss coverage from another plan.

#### Change of Cost/Coverage in Spouse or Dependent Health Plan

- Documents from employer showing the following:
  - Changes in cost and/or coverage (include information both before and after the changes occurred so we can determine the type and % of change)
  - Effective date of change

#### Entitlement to or Loss of Eligibility for Government-Sponsored Programs

- Government documents showing entitlement to or loss of eligibility for Government-sponsored programs

### Notice

- You must submit your change request with appropriate documentation within 30 days of the qualified life event for consideration. If you are adding a spouse or dependent to your coverage, you must also provide documentation to confirm their relationship to you. Details regarding relationship documentation can be found at www.hr.virginia.edu/benefits/uva-health-plan/eligibility.

- Coverage changes will be effective the first of the month following receipt of the application and documentation at UVA HR if received within 30 days of the qualified life event except health plan changes for newborns or newly adopted children and cancellation of coverage for dependents who lose eligibility.

- If an event date is allowed to be backdated (e.g., coverage from date of birth), premiums for that coverage will be collected in the paycheck following the updated approved enrollment.