

## Common Qualifying Events That Allow Enrollment Changes During the Plan Year for Active Employees

EVENT	WHEN EC-1/EC-1H MUST BE SUBMITTED TO EMPLOYER (Designated Personnel Office)	DOCUMENTATION REQUIRED TO BE ATTACHED TO EC-1/EC-1H*	EFFECTIVE DATE	CHANGES ALLOWED TO PLANS OR TO ENROLL IN PLANS OR ADD DEPENDENTS?
<b>Acquisition of Coverage</b> (employee gets coverage from another plan and wishes to cancel EUTF plans)	Within 30 days from effective date of gaining coverage elsewhere.	Letter from carrier or employer detailing type of coverages enrolled in (i.e., medical, drug, dental, vision) effective date and names of covered insured/dependents.	If coverage is gained 1 <sup>st</sup> of month, EUTF coverage ends day before 1 <sup>st</sup> . If coverage is gained 16 <sup>th</sup> of month, EUTF coverage ends 15 <sup>th</sup> .	N/A
<b>Birth</b> (employee wishes to add newborn to EUTF plans)	Within 180 days from date of birth.	Birth certificate only if child has a different last name from employee. Social Security Number within 180 days of date of birth.	Employee can choose: birth date, beginning of next pay period after birth date, or beginning of 2nd pay period after birth date.	No plan changes allowed if already enrolled. May enroll in plans if not already enrolled or may add dependents if already enrolled.
<b>Court Order</b> (to cover child)	EUTF receives the order directly from the Child Support Enforcement Agency (CSEA). No EC-1/EC-1H is required if employee is already enrolled in EUTF plans.	CSEA notice	Effective date on CSEA notice.	No plan changes allowed if already enrolled. May enroll in plans if not already enrolled or may add dependents if already enrolled.
<b>Death</b>	As soon as reasonably practical.	Death certificate or copy of obituary as soon as available.	Date of death or last day of pay period in which date of death occurs for dependents.	N/A
<b>Divorce</b> (employee must terminate spouse's or civil union partner's coverage)	Within 30 days of date of divorce If EC-1/EC-1H filed more than 30 days after date of divorce, employee shall be responsible for paying any claims incurred after the date of divorce.	Pages 1 and 2 of divorce decree, along with signature page. If children are involved, those pages that outline health benefits for children.	Coverage ends last day of pay period in which divorce date occurs.	No

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<b>Guardianship</b> (employee wishes to add child to EUTF plans)	Within 30 days from date of guardianship.	Guardianship decree within 60 days.	Employee can choose: Date of guardianship, beginning of next pay period after date of guardianship, or beginning of 2nd pay period after date of guardianship.	No plan changes allowed if already in plan. May enroll in plans if not already enrolled or may add dependents if already enrolled.
<b>Legal Separation</b> (employee must terminate spouse's EUTF coverage)	Within 30 days from date of legal separation If EC-1/EC-1H filed more than 30 days after date of legal separation, employee shall be responsible for paying any claims incurred after the date of legal separation.	Court document establishing legal separation, including any pages regarding health benefits for children.	Coverage ends last day of pay period of date of legal separation.	No
<b>Leave of Absence Without Pay Lasting More than 30 Days</b> (employee may continue coverage by paying his/her share of premium or terminate coverage)	Within 30 days from beginning of LWOP to waive plans. To reenroll after LWOP EC-1/EC-1H must be submitted within 30 days of return from LWOP.	Form L-1 completed by employer (available on EUTF's website).	If employee cancels plans, last day of pay period in which LWOP begins.	No
<b>Loss of Coverage</b> (employee and/or dependent lost coverage from a non-EUTF plan, and wishes to enroll in EUTF plans)	Within 30 days from loss of other coverage.	Loss of coverage letter from previous employer/carrier detailing type of coverages lost (i.e., medical, dental, drug, vision), date of loss of coverage, and names of any covered dependents within 60 days.	Day following loss of coverage from other plan.	No plan changes allowed if already in plan. May enroll in plans if not already enrolled or may add dependents if already enrolled.

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<p><b>Marriage</b> (employee wishes to enroll new spouse in EUTF plans)</p>	<p>Within 30 days from date of marriage.</p>	<p>Marriage Certificate within 60 days of date of marriage.</p>	<p>Employee can choose: Date of marriage, beginning of next pay period after date of marriage or beginning of 2nd pay period after date of marriage.</p>	<p>No plan changes allowed if already enrolled. May enroll in plans if not already enrolled or may add dependents if already enrolled.</p>
<p><b>Newly Eligible Student</b> (employee wishes to add child in dental or vision plan because child became a full time student and is between the ages of 19 through 23)</p>	<p>Within 30 days from school start date.</p>	<p>Student certification from an accredited college on school letterhead with registrar's signature confirming full time status within 60 days after becoming a full time student. Transcripts not acceptable.</p>	<p>Employee can choose: Date child becomes full time student, beginning of next pay period after becoming full time student, or beginning of 2nd pay period after becoming full time student.</p>	<p>No</p>
<p><b>New Hire</b> (new employee wishes to enroll in EUTF plans)</p> <p>Adult children through age 25 may be included in medical and prescription drug</p>	<p>Within 30 days of date of new hire.</p>	<p>1) Student Certificate if enrolling a dependent 19 through 23 in dental and/or vision (on school letterhead, signed by registrar) 2) Birth certificate if enrolling a dependent with a different last name and Social Security Number 3) Marriage certificate if married or civil union certificate</p> <p>Employees have 60 days from date of hire to turn in documents.</p>	<p>Employee can choose: New hire date, beginning of next pay period after new hire date, or beginning of 2nd pay period after new hire date.</p>	<p>N/A</p>

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<b>New Domestic Partner</b> (employee wishes to enroll new domestic partner in EUTF plans)	Within 30 days from date of notarized signature (event date is considered date of notarization).	Notarized Declaration of Domestic Partnership, and Affidavit of Dependency (notarized if IRS qualified) with EC-1 or EC-1H (forms available on the EUTF website).	Employee can choose: Date of notarization of Declaration of Domestic Partnership, beginning of next pay period after notary date, or beginning of 2nd pay period after notary date.	No plan changes allowed if already enrolled in plan. May enroll in plans if not already enrolled or may add dependents if already enrolled.
<b>New Civil Union Partner</b> (employee wishes to enroll new civil union partner in EUTF plans)	Within 30 days from date of civil union.	Civil union certification (on-line proof accepted), Affidavit of Dependency within 60 days of civil union date.	Employee can choose: Date of civil union, beginning of next pay period after date of civil union, or beginning of 2nd pay period after date of civil union.	No plan changes allowed if already in plan. May enroll in plans if not already enrolled or may add dependents if already enrolled.

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<b>Termination of Domestic Partnership</b> (employee must terminate domestic partner and domestic partner's dependents)	Within 30 days of termination of partnership If EC-1/EC-1H is filed more than 30 days after date of termination of domestic partnership, employee shall be responsible for paying any claims incurred after the date of termination of domestic partnership.	Declaration of Termination of Domestic Partnership With EC-1 or EC-1H (forms are available on the EUTF website).	Coverage ends last day of pay period in which termination of domestic partnership occurred.	No
<b>Child is No Longer a Full-time Student (employee must terminate dental and vision coverage for a child between ages 19 through 23)</b>	Within 30 days of school end date.	None	Coverage ends the last pay period of school end date.	No

Note: For termination and transfer of employment, bargaining unit changes or death, the employer is required to notify EUTF immediately.

\*If the required proof documents are not available within 30 days of the event to attach to your EC-1/EC-1H form, submit the EC-1/EC-1H form to your designated personnel office within 30 days of the event without the proof documents. You have 60 days from the event to submit the proof documents unless otherwise noted.

The amended EUTF Administrative Rules were filed effective January 12, 2016. For a copy of the complete Administrative Rules please visit the EUTF website at [eutf.hawaii.gov](http://eutf.hawaii.gov).

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