



Family Status Changes

Your selected coverage will be in effect for the entire Plan Year. However, you may elect to make a change in coverage if you experience a family status change. ***Legal documentation for all family status changes must be provided, along with the change form within 31 days of the change.***

Change in Family Status include:

- Marriage -- **copy of marriage certificate**
- Legal separation/Divorce -- **copy of divorce decree**
- Birth of a child of the Retiree -- **copy of birth certificate**
- Death of the retiree's spouse or dependent – **copy of death certificate**
- Adoption of a child of the Retiree -- **copy of birth certificate and adoption documentation**
- Temporary or legal guardianship of a child – **copy of birth certificate and copy of court orders(s)**
- Your spouse/dependent loss or gain of employment that affects benefits – **copy of termination of benefits letter**
- Loss of other group medical coverage, if previously you did not elect coverage under this Plan -- **copy of termination of benefits letter**
- Enrollment into other medical coverage – **copy of benefit enrollment letter**

Supporting document copies for Family Status Changes include: ALL dependents' social security numbers (*requirement of new Presidential Healthcare Law*), marriage certificate, final divorce decree, birth certificate or confirmation of birth, court-ordered judgments, death certificate, insurance termination letter from employer or insurance company (*insurance termination date must be included*). **Without the supporting documents, the processing of your application for change(s) may be delayed or denied.**

If you have any questions, please feel free to contact us at (404) 612-7605.

Fulton County Employee Benefits Office