



POLICY FOR ADDING OR REMOVING
DEPENDENTS FROM YOUR HEALTH CARE POLICY

Michigan Tech employees who have health care coverage are **required** to contact the Benefits office within 30 days of any family status change. Notification should be made through Employee Self Service or by completing a Health Enrollment Change Form with supporting documentation sent to the Benefits Office. When adding a dependent, see [this link](#) for a list of required documents.

Common examples of a family status change (not all-inclusive):

- Marriage/divorce
- Birth/adoption of a child
- Loss of health care coverage
- Child turns age 26

Failure to notify the Benefits Office within 30 days of any family status change may result in the following:

- Additional dependents to your plan will become eligible on the day your enrollment is received
- You will be held responsible for any claims paid for an ineligible dependent
- Premiums paid for an ineligible dependent will not be refunded.

Schedule of prorated HSA contributions due to family status change

Month of status change	Single coverage to family coverage	Family coverage to single coverage
January through December	\$400	\$0