



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 with any family status changes.

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

- Marriage/divorce
- Birth/adoption of a child
- Marriage of dependent child
- Spouse loses health care coverage
- Stepchild not living with you
- Child moves out of your home
- Child graduates or quits college
- Child or spouse becomes eligible for Medicare or Medicaid

If the Benefits Office is not notified within 30 days of any additions to your plan, your dependent will become eligible on the day your Health Care Enrollment Change Form is received.

If you fail to notify the Benefits office within 30 days when your dependent has become ineligible for your health insurance, you will be held responsible for any claims paid by Michigan Tech as a result of your delay. After 30 days notification you will not be refunded your Michigan Tech F-Rider or S-Rider monthly premiums.