

# When You Can Enroll



## New Hires/Newly Eligible for Benefits

When you are first hired or become eligible for benefits, you have 30 days to enroll for benefits. If you do not enroll within that time period you will not be eligible for benefits until the next Open Enrollment, unless you have a **Change in Status**.

## Open Enrollment

During Open Enrollment you will have the opportunity to make changes to your benefit elections. You must enroll by the Open Enrollment deadline for your benefits to be effective January 1st. Except for a **Change in Status**, you will not be able to change your elections until the next year's Open Enrollment.



## Change in Status

If you have a Change in Status, you may be able to change your benefits before the next Open Enrollment. You must notify the Benefits Department within 30 days of the change.\* If you meet the deadline, changes will be effective on the event date.

### \*Change in Status events include:

- Change in marital status
- Change in dependents
- Change in benefits eligibility for you, your spouse or dependent
- Change in employment for you, your spouse or dependent
- Change in work schedule for you or your spouse
- Gaining other coverage through your spouse
- Loss of other coverage for your dependent
- Change in residence causing loss of coverage
- Federal and state family medical leave, if qualified
- Medicare or Medicaid entitlement for you, your spouse or dependent
- Qualified Medical Child Support Order (QMCSO)

Contact the Benefits Department at [916-375-7604](tel:916-375-7604) Ext. 7 (Ext. 4001 if calling internally) for a complete explanation of qualifying family status change.