



**Benefits Enrollment or Removal of a Spouse and/or Dependent Child(ren)
Required Documentation**

Below are various scenarios related to benefits enrollment or removal of a spouse and/or dependent child(ren) and the supporting documentation that is required to be submitted to your employing organization’s HR/Benefits Office.

Have questions? Contact your employing organization’s HR/Benefits Office. You can also contact the SBO Customer Service Team at 1-800-489-8933 or benefits@delaware.gov.

Enrollment	
Scenario	Required documents
Adding a newborn born to employee or employee's spouse	<ul style="list-style-type: none"> Completed benefits enrollment/change form; Legal birth certificate (certificate must include name of employee or employee's legal spouse or civil union partner); and Social Security card <p><i>Hospital issued documents will not be accepted</i></p>
Adding a new spouse	<ul style="list-style-type: none"> Completed benefits enrollment/change form; Legal marriage certificate; and Social Security card
Adding a child based on legal or permanent guardianship	<ul style="list-style-type: none"> Completed benefits enrollment/change form; Court ordered guardianship document; A statement of support form; Legal birth certificate; and Social Security card <p><i>Notarized letter from parent of child will not be accepted</i></p>
Adding a step-child	<ul style="list-style-type: none"> Completed benefits enrollment/change form; Legal birth certificate (certificate must include name of employee's legal spouse or civil union partner as parent); Legal marriage certificate; and Social Security card <p><i>Church or hospital issued documents will not be accepted</i></p>
Adding an adopted child	<ul style="list-style-type: none"> Completed benefits enrollment/change form; Adoption paperwork noting date of adoption; Birth certificate; and Social Security card
Adding a child placed for adoption	<ul style="list-style-type: none"> Completed benefits enrollment/change form; Placement document from adoption agency noting date child is being placed for adoption; Birth certificate; and Social Security card

Enrollment (Continued)	
Scenario	Required documents
Adding a child based on court order	<ul style="list-style-type: none"> • Completed benefits enrollment/change form; • Official court order; • Legal birth certificate; and • Social Security card <p><i>If the employee does not comply with the order and supply the required information, the HR/Benefit Representative may enroll the child(ren) based on the court order</i></p>
Enrollment based on an involuntary loss of spouse coverage	<ul style="list-style-type: none"> • Required forms noted in applicable scenarios; and • Proof of loss from employer, plan or COBRA administrator. The document must include the reason an INVOLUNTARY loss of coverage, plans (health, dental or vision), names of who was covered and the termination date(s). Resignation of employment is also considered an acceptable reason for loss of coverage.
Enrollment based on spouse's (also State of Delaware employee) loss of State share	<ul style="list-style-type: none"> • Completed benefits enrollment/change form; • Legal marriage certificate; • Social Security card; and • Written communication from spouse's HR Office noting the effective date of the loss of State Share
Disenrollment	
Scenario	Required Documents
Removing a spouse or dependent due to death	<ul style="list-style-type: none"> • Completed benefits enrollment/change form; and • Official death certificate <p><i>Cause of death noted on the death certificate should be redacted prior to submission</i></p>
Removing a spouse and former step-children due to divorce	<ul style="list-style-type: none"> • Completed benefits enrollment/change form; and • Official divorce decree
Removing a spouse or eligible dependent due to new eligibility and enrollment in his/her employer plan	<ul style="list-style-type: none"> • Completed benefits enrollment/change form; and • Letter from the employer which should include the initial eligibility date, effective date of enrollment, and type of plan <p><i>Changes made during a spouse's annual Open Enrollment period are not considered qualifying events</i></p>