



Qualifying Life Event Required

Experiencing a qualifying life event allows you to **add or remove dependents from LAwell Benefits**. Without a qualifying life event, you can only make changes during the next Open Enrollment (October 1-31). Some examples include marriage, birth, adoption, and change in guardianship or legal custody of a child.

Enroll Within 30 Days

Enrolling an eligible dependents **must be reported within 30 calendar days of the date your qualifying life event begins** in order to be considered for eligibility. If you do not enroll dependents within 30 calendar days, you will need to wait until the next open enrollment.



Remove Within 30 Days

You **must drop coverage for your enrolled dependents within 30 calendar days of the date they no longer meet LAwell eligibility requirements**. Verify that your dependents continue to meet the LAwell eligibility criteria at all times. Failing to remove ineligible dependents, may be considered fraud and is subject to disciplinary action.



How to Report Benefit Changes

Log into your Benefits Central Portal account at **keepingLAwell.com** or call **833-4LA-WELL** (833-452-9355), Monday - Friday, 8 a.m. to 5 p.m.

Report Coverage Changes

A confirmation statement will be mailed to your home address. Any other required documentation (used to verify eligibility) **must be submitted within 60 days of the date on your confirmation statement**. If you fail to provide the required documentation by the deadline, your dependent's coverage will not take effect.



When Benefits are Effective

Life event benefit changes will **go into effect the day you report the changes IF** your life event benefit changes meet all eligibility requirements, **AND** you complete all the requirements.

ADDING & REMOVING ELIGIBLE DEPENDENTS

How to Submit Required Documentation

Write your employee ID number on all documentation, then you may submit it via the following ways:



Online

Log into the Benefits Central Portal and Select the upload my documents tile.



Email or Fax

per.empbenefits@lacity.org
Fax: (213) 978 - 1623



Mail

LAwell Benefits Service Center
PO Box 530477
St. Petersburg, FL 33747-4077

The table below lists the eligibility criteria for your dependents. As well as the required documentation to complete the dependent's enrollment into LAwell Benefits.

Dependent Type	Eligibility Definition	Documents Required for Verifying Eligibility
Spouse	Person of the opposite or same sex to whom you are legally married	Marriage certificate
Domestic Partner	Meet City's domestic partner eligibility requirements. See Domestic Partnership Information Sheet and Affidavit form at keepingLAwell.com	City of Los Angeles Affidavit of Domestic Partnership, or Declaration of Partnership filed with the California Secretary of State
Biological Child (Natural child)	Employee's child(ren) under age 26 (married or unmarried)	Child's birth certificate, hospital verification of birth, or court document that verifies your relation to the child (an abstract document is not sufficient in most cases)
Stepchild	Employee's spouse's child(ren) under age 26 (married or unmarried)	Child's birth certificate showing spouse as parent
Child of Domestic Partner	Employee's domestic partner's child(ren) under age 26 (married or unmarried)	Child's birth certificate and City of Los Angeles Domestic Partner Affidavit or Declaration of Partnership filed with the California Secretary of State
Adopted child or child placed for adoption	Child legally adopted by employee, foster child, or child placed for adoption with employee under age 26 (married or unmarried)	Child's birth certificate and court documentation
Disabled Child	Disabled child over the age of 26 who is dependent on you for support and was disabled before age 26. To be eligible, your child must remain unmarried, dependent on you for financial support, and disabled as determined by your health plan.	Birth certificate and disability application from your health plan, completed by your child's doctor and returned to your health plan for approval each year, or as requested by the insurance company
Child under a legal guardianship	Child (unmarried) under the age 26 if you show proof of legal custody	Child's birth certificate and court documentation
Grandchildren	Your grandchildren can be added to the plan if their parent is your child who <ul style="list-style-type: none"> • is under age 19, unmarried, and financially dependent on you or • is age 19-26 and meets the full-time student status, is unmarried, and financially dependent on you If coverage for your child ends, coverage for your grandchildren will end.	Your child's and your grandchild's birth certificates; valid proof of dependent status and/or full-time student certification for your child

LEARN MORE:

Employee Benefits Division

For more information or to download required forms, visit keepingLAwell.com.

Email us at per.empbenefits@lacity.org Or call us at 213-978-1655, Monday through Friday, 8 a.m. to 4 p.m.

This summary provides only highlights of life event changes and the LAwell Program. It does not change the terms of your benefit plans or the official documents that control them. If there are any inconsistencies between this summary and the official plan documents, the plan documents will govern. Plan documents are the legal papers that describe the benefit plan rules in detail. They may include insurance policies and similar kinds of contracts.