



**Beginning a Domestic Partnership is a qualifying life event that allows you to make LAwell benefit changes during the year. Without a qualifying life event, you can only make changes during the next Open Enrollment (October 1-31).**

## How to Report



Log into your Benefits Central Portal account at **keepingLAwell.com**



Or call **833-4LA-WELL** (833-452-9355).  
Monday through Friday  
8 a.m. to 5 p.m.



## Deadline for Reporting

In order to make LAwell benefit changes, your domestic partnership must be reported **within 30 calendar days from the date of your domestic partnership begins**. If you don't report it within 30 days, you will have to wait until the next annual enrollment.

## Submit Required Documentation



- **After reporting** your domestic partnership, you will receive a confirmation statement with any LAwell benefit changes you made. Review the confirmation statement closely.
- Within **15 days from the date on your confirmation statement**, make any corrections by contacting the LAwell Benefits Service Center.
- Within **60 days from the date on your confirmation statement**, you must submit all required documentation. This includes documentation for adding eligible dependents (see the "Adding Eligible Dependents" mini guide), and/or Medical History Statements (MHS) for enrolling into some Life or Disability Insurance coverage levels.

## When Benefits are Effective



When beginning a domestic partnership, any benefit changes will **go into effect the day you report the changes IF:**

- your domestic partnership benefit changes meet all eligibility requirements, **AND**
- you complete all the requirements.



## 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

## What Benefits You Can Change:

The following are some examples of changes you can make:

- Enroll your new domestic partner (DP) and any eligible dependent children into LAwell benefits. See the "Adding Eligible Dependents" mini guide.
- Enroll into Cash-in-Lieu if you already have eligible health coverage. See "Cash-in-Lieu Affidavit."
- Change plans or coverage amounts and/or enroll into or cancel LAwell benefits.

## Additional Information

- You may seek services after enrollment, but it is recommended that you wait until you receive your insurance card before seeking services.
- Some Employee Life, Spouse/DP Life, or Disability Insurance coverages require a Medical History Statement (MHS). You must submit the MHS before your submission deadline, and it must be approved by Standard Insurance Company before your coverage can take effect.
- If your LAwell coverage costs or account contributions change, your new contributions through payroll deductions will begin one to three pay periods from the date you make changes.
- If you marry the domestic partner you have on file with LAwell, you must report the marriage as soon as possible in order to remove the state income tax liability associated with covering your domestic partner and/or your domestic partner's eligible dependents under your benefits. If you fail to report the marriage, you will not be able to make changes until the next Open Enrollment or until you experience another qualifying life event.

## Domestic Partnership and Income Taxes:

- If you enroll your domestic partner or your domestic partner's child(ren) in a health plan, you will pay income taxes on the amount of health plan subsidy that will be paid by the City to provide coverage (per the Internal Revenue Service). Any questions regarding the tax consequences of adding a domestic partner or the child of a domestic partner to your health/dental plan should be directed to a tax professional. For more information, see page 70 of the 2021 CHOOSEwell Enrollment Guide.

## 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 **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.*

