

# BENEFIT COVERAGE THROUGH ANOTHER EMPLOYER

## Gaining or Losing Benefit Coverage

If you gain or lose eligibility or access to benefit coverage through another employer (either through your own employment or your spouse/domestic partner's employment), this is a qualifying life event that allows you to make LAwell benefit changes. Without a qualifying life event, you can only make changes during the next Open Enrollment (October 1–31).



## Deadline for Reporting

Your qualifying life event and benefit changes must be **reported within 30 calendar days** of the following events:

- The date your spouse/domestic partner's (or your own) employment with another employer begins or ends.
- The date your spouse/domestic partner's (or your own) eligibility for benefit coverage through another employer begins or ends.
- The date your spouse/domestic partner's (or your own) employment status with another employer changes. (The employment status change must significantly affect eligibility for benefit coverage under the other employer's benefit plan.)
- The date of a significant change in the health or dental coverage your spouse/domestic partner has (or you have) through another employer.

## 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.



## Important Deadlines

- **After reporting a change**, you will receive an enrollment confirmation statement. 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 that proves one of the qualifying life events listed above, and any required documentation for adding eligible dependents (see the "Adding Eligible Dependents" mini guide).



## When Benefits are Effective



All changes will **go into effect the day you report IF:**

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

Your LAwell Benefits and...

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KEEPING **LAwell**  
City of Los Angeles Employee Benefits

## 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 spouse/domestic partner and any eligible dependent children into LAwell benefits. See the "Adding Eligible Dependents" mini guide.
- Remove your spouse/domestic partner and any eligible dependent children from LAwell benefits.
- Enroll in or increase contributions to a Healthcare Flexible Spending Account (HCFSA).
- Enroll in or increase contributions to a Dependent Care Reimbursement Account (DCRA) if the change created a new need for dependent care.

## 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.

## 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.*

