



If you and your domestic partner no longer meet the definition of domestic partnership per your documents you filed with the Personnel Department's Employee Benefits Office (LAwell), you must notify LAwell within thirty (30) days. This may include filing a Statement of Termination of Domestic Partnership or submitting proof of Terminating a California Registered Domestic Partnership. For more information, read the "Domestic Partnership Filing Information, Rules, and Requirements" at <https://www.keepinglawell.com/dp-forms>.

**Ending 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).**

## Deadline for Reporting



If you don't report ending your Domestic Partnership **within 30 calendar days, contact the Employee Benefits Division immediately.** If you don't report changes within 30 days, you will have to wait until the next annual enrollment.

## How to Report



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



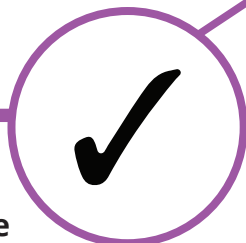
Or call **833-4LA-WELL** (833-452-9355).  
Monday through Friday  
8 a.m. to 5 p.m.

## Submit Required Documentation



- **After reporting** the end of 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 a marriage certificate, 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 ending 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

## When Benefits Are Effective:


- Medical, Vision and Dental coverages are effective the date you report the end of the domestic partnership. However, it may take additional weeks for your enrollment information to be completely processed by all affected insurance providers. You may visit your doctor after enrollment, but it is recommended that you wait until you receive your insurance card before seeking services.
- Life Insurance, Dependent Life Insurance, Accidental Death and Dismemberment (AD&D), and Supplemental Disability Insurance, generally go into effect the date of enrollment. However, if a Medical History Statement (MHS) is required, you must complete and submit the MHS before your submission deadline, and it must be approved by Standard Insurance Company before your coverage can take effect.
- Healthcare Flexible Spending Account or Dependent Care Reimbursement Account contribution changes go into effect the date of enrollment.
- If your coverage cost or account contributions change, your new contributions through payroll deductions will begin one to three pay periods from the date you enroll a dependent or make changes.


## Additional Information

- An ending of a domestic partnership will terminate coverage for your domestic partner and any covered children of your domestic partner.
- You may enroll yourself and dependent children if you lose coverage through a domestic partner
- You may enroll in or change your amount of supplemental and dependent life insurance, accidental death and dismemberment (AD&D) and supplemental disability insurance
- You may Enroll in, increase or decrease Healthcare Flexible Spending Account and Dependent Care Reimbursement Account contributions.

### 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.*

