

Ending a Marriage 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). Additionally, you must drop coverage for any enrolled dependents within 30 days of the date they lose eligibility (e.g., within 30 days of a divorce). See the "ADDING & REMOVING ELIGIBLE DEPENDENTS" mini guide.

Deadline for Reporting



Your divorce must be reported within **30 calendar days from the date of your divorce**. If you don't report your divorce within 30 days, contact the Employee Benefits Division immediately.

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



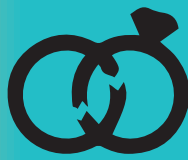
- **After enrolling**, you will receive an enrollment confirmation statement. Review the confirmation statement closely.
- Within **15 days from the date on your confirmation statement**, make any corrections by contacting the LAwell Benefits Service Center.
- Within **60 days from the date on your confirmation statement**, you must submit all required documentation. This includes a signed divorce judgement, 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 marriage, any 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.



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:

- Remove your spouse and dependent children from health and dental coverage.
- Enroll in or change your amount of supplemental and dependent life insurance, accidental death and dismemberment (AD&D) and supplemental disability insurance
- Enroll in, increase or decrease Healthcare Flexible Spending Account and Dependent Care Reimbursement Account contributions.

Additional Information

- 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.
- Hiring an attorney to initiate the divorce process does not qualify as an ending a marriage life event.
- A divorce event will also terminate coverage of any covered stepchild.

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.

