

QUALIFYING EVENTS

How to Change Your State Benefit Plan Selections to Support Life Events

University of Illinois System employees are only allowed to make changes to their State of Illinois benefit plans during the annual Benefit Choice period or when they experience a qualifying life event, such as the birth of a child.



Changes to any State of Illinois plan must be submitted within 60 calendar days of the date of the event.

Examples of Qualifying Events Are:

- Marriage or Civil Union
- Birth of a child or adoption
- Divorce
- Unpaid Leave
- Change in Employment Status for the Employee or Dependent
- Change in Insurance Coverage Status for a Dependent



What Documentation Do You Need to Provide?

- Marriage/Civil Union Certificate
- Birth Certificate
- Divorce Decree
- Proof of Dependent's Change of Employment or Insurance Coverage Status

Additional information regarding documentation requirements can be found here:

https://www2.illinois.gov/cms/benefits/StateEmployee/Documents/Documentation_Requirements.pdf

Whom Do You Contact?

- MyBenefits Service Center
MyBenefits.illinois.gov

Available Monday – Friday, 8am-6pm CT
Toll-free (844) 251-1777
TDD/TTY (844) 251-1778

Visit the CMS Website for additional examples of Qualifying Events and other important information:
<http://www2.illinois.gov/cms/benefits/StateEmployee/Pages/QualifyingChangeinStatus.aspx>