

Legal Guardianship of a Child – Employee has 30 days to enroll/make changes to benefits

Benefit Plan	Action Employee May Take	Comments	Coverage Effective Date/ADM Event Date
State Group Health Insurance	<input type="checkbox"/> Add new dependent(s) to existing coverage	Add dependents in HRS prior to changing health insurance coverage level. Effective date of adding the dependents should be the date specified on the court order or letter of legal guardianship.	Date legal guardianship is granted
Supplemental Dental (Delta Dental)	<input type="checkbox"/> Add new dependent(s) to existing coverage		Date legal guardianship is granted
Vision Insurance (VSP)			
State Group Life Insurance	<input type="checkbox"/> Enroll in Basic coverage or add one level of Employee coverage (may not exceed maximum of 5 units) <input type="checkbox"/> Enroll in one or two units of Spouse/DP/Dependent coverage <input type="checkbox"/> If currently enrolled in SP/DP/Dep coverage, new children are automatically covered	<p>Child is covered when he/she is 15 days old but must be enrolled within 30 days of the date the legal guardianship is granted.</p> <p>Remind employee to update beneficiary designation.</p> <p>Reminder – beneficiary designation applies to both SGL and WRS unless otherwise specified.</p>	1 st of month on or following 30 days from date legal guardianship is granted
Individual and Family Life Insurance	<input type="checkbox"/> No action allowed – legal wards are not eligible for coverage under this plan	Remind employee to update beneficiary designation.	N/A
UW Employees Inc. Life Insurance	<input type="checkbox"/> No action allowed	Remind employee to update beneficiary designation.	N/A
Accidental Death & Dismemberment	<input type="checkbox"/> May add/change/cancel coverage at any time. <input type="checkbox"/> If currently enrolled in Family coverage, new children are automatically covered	Remind employee to update beneficiary designation.	1 st of month on or following date application is received

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University Insurance Assoc. Life Insurance	<input type="checkbox"/> No action allowed	Remind employee to update beneficiary designation.	N/A
Flexible Spending Account	Health Care FSA/Limited Purpose FSA <ul style="list-style-type: none"> • May enroll or increase current election due to gaining of dependent(s) Dependent Care FSA <ul style="list-style-type: none"> • May enroll or increase current election due to gaining of dependent(s) 	Employee must submit Change of Election form.	FSA Event: Date legal guardianship is granted
Health Savings Account	<input type="checkbox"/> May change/cancel election at any time.	Can claim child's expenses if they meet the definition of a qualifying child or qualifying relative.	FSA Event: 1 st day of the payroll where the change becomes effective
Income Continuation Insurance	<input type="checkbox"/> No action allowed	None	N/A
Tax-Sheltered Annuity	<input type="checkbox"/> May add/change/cancel election at any time.	Must set up account with vendor directly and then submit Salary Reduction Agreement (SRA) to payroll office. Remind employee to update beneficiary designation.	SAV Event: 1 st day of the payroll where the change becomes effective
Wisconsin Deferred Compensation	<input type="checkbox"/> May add/change/cancel election at any time.	Must set up account through WDC at www.wdc457.org or by sending enrollment form to WDC directly. Remind employee to update beneficiary designation.	SAV Event: 1 st day of the payroll where the change becomes effective
Wisconsin Retirement System	<input type="checkbox"/> No action allowed	Remind employee to update beneficiary designation. (Same as SGL)	N/A
W-4	<input type="checkbox"/> Update W-4 withholding amounts	Effective date is the first day of the pay period the new withholding starts.	N/A