

## Legal Guardianship of a Child

Employee has 30 - 60 days to enroll and make changes to benefits.

Benefit Plan	Action Employee May Take	Comments	Coverage Effective Date/ADM Event Date
<b>State Group Health Insurance</b>	<ul style="list-style-type: none"> <li>Add new dependent(s) to existing coverage.</li> </ul>	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.
<b>Preventive Dental Insurance (Delta Dental)</b>	<ul style="list-style-type: none"> <li>Add new dependent(s) to existing coverage.</li> </ul>	Effective date of adding the dependents is the date specified on the court order or letter of legal guardianship.	Date legal guardianship is granted.
<b>Supplemental Dental Insurance (Delta Dental)</b>		Employee must complete, sign and submit an application to their human resources office within 60 days from the date of guardianship.	
<b>Vision Insurance (VSP)</b>			
<b>State Group Life Insurance</b>	<ul style="list-style-type: none"> <li>Enroll in Basic coverage or add one level of Employee coverage (may not exceed maximum of 5 units).</li> <li>Enroll in one or two units of Spouse/Dependent coverage.</li> <li>If currently enrolled in Spouse/Dependent coverage, new children are automatically covered.</li> </ul>	<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 review/update beneficiary designation.</p> <p>Reminder – Beneficiary designation applies to both State Group Life Insurance and WRS unless otherwise specified.</p>	1 <sup>st</sup> of month on or following 30 days from date legal guardianship is granted.
<b>Individual &amp; Family (I&amp;F) Life Insurance</b>	<ul style="list-style-type: none"> <li>No action allowed – Legal wards are not eligible for coverage under this plan.</li> </ul>	Remind employee to review/update beneficiary designation.	N/A
<b>UW Employees, Inc. Life Insurance</b>	<ul style="list-style-type: none"> <li>No action allowed.</li> </ul>	Remind employee to review/update beneficiary designation.	N/A
<b>University Insurance Association (UIA) Life Insurance</b>	<ul style="list-style-type: none"> <li>No action allowed.</li> </ul>	Remind employee to review/update beneficiary designation.	N/A

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<b>Accidental Death &amp; Dismemberment (AD&amp;D) Insurance</b>	<ul style="list-style-type: none"> <li>May add/change/cancel coverage at any time.</li> <li>If currently enrolled in Family coverage, new children are automatically covered.</li> </ul>	Remind employee to review/update beneficiary designation.	1 <sup>st</sup> of month on or following date application is received.
<b>Accident Insurance</b>	<ul style="list-style-type: none"> <li>Add new dependent(s) to existing coverage.</li> </ul>	<p>Employee must complete, sign and submit an application to their human resources office within 60 days from the date of guardianship.</p> <p>Remind employee to review/update beneficiary designation for accidental death &amp; dismemberment provision of the plan.</p>	Date legal guardianship is granted.
<b>Flexible Spending Account (FSA)</b>	<p>Health Care FSA/Limited Purpose FSA:</p> <ul style="list-style-type: none"> <li>May enroll or increase current election due to gaining of dependent(s).</li> </ul> <p>Dependent Day Care FSA:</p> <ul style="list-style-type: none"> <li>May enroll or increase current election due to gaining of dependent(s) less than age 13.</li> </ul>	Employee must submit Change of Election form.	FSA Event: Date legal guardianship is granted.
<b>Health Savings Account (HSA)</b>	<ul style="list-style-type: none"> <li>May change/cancel contributions at any time.</li> </ul>	Can claim child's expenses if they meet the definition of a qualifying child or qualifying relative.	FSA Event: 1 <sup>st</sup> day of the payroll where the change becomes effective.
<b>Income Continuation Insurance (ICI)</b>	<ul style="list-style-type: none"> <li>No action allowed.</li> </ul>	None	N/A
<b>UW Tax-Sheltered Annuity (TSA) 403(b) Program</b>	<ul style="list-style-type: none"> <li>May add/change/cancel election at any time.</li> </ul>	<p>Must set up account with provider directly and then submit Salary Reduction Agreement (SRA) to payroll office.</p> <p>Remind employee to review/update beneficiary designation.</p>	SAV Event: 1 <sup>st</sup> day of the payroll where the change becomes effective.

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<b>Wisconsin Deferred Compensation (WDC)</b>	<ul style="list-style-type: none"> <li>May add/change/cancel election at any time.</li> </ul>	<p>Must set up account through WDC at <a href="http://www.wdc457.org">www.wdc457.org</a> or by sending enrollment form to WDC directly.</p> <p>Remind employee to review/update beneficiary designation.</p>	<p>SAV Event: 1<sup>st</sup> day of the payroll where the change becomes effective.</p>
<b>Wisconsin Retirement System (WRS)</b>	<ul style="list-style-type: none"> <li>No action allowed.</li> </ul>	<p>Remind employee to review/update beneficiary designation (same as State Group Life Insurance).</p>	<p>N/A</p>
<b>W-4</b>	<ul style="list-style-type: none"> <li>Update W-4 withholding amounts</li> </ul>	<p>Effective date is the first day of the pay period the new withholding starts.</p>	<p>N/A</p>