

REQUIRED DOCUMENTS FOR DROPPING DEPENDENTS



An employee may disenroll a dependent from State of Ohio health benefits during Open Enrollment. A dependent may also be disenrolled due to loss of eligibility or due to a qualifying/change in status event for change of dependent status during the plan year.

The **employee** is responsible for disenrolling a dependent who no longer meets eligibility requirements or has a qualifying/change in status event for change of dependent status. You must notify your agency's benefits representative within 31 calendar days of the dependent becoming ineligible and submit the required documentation listed below. If you do not, you may be liable for any plan expenses incurred by the ineligible dependent. Please refer to the [Benefit Enrollment and Change Form \(ADM 4717\)](#) for specific requirements regarding this process. A dependent who is disenrolled from the plan may be eligible to continue coverage through the provisions of COBRA or as an HB1 dependent.

Note: If the State becomes aware of an ineligible dependent, that dependent will be removed. COBRA rights may be forfeited by failure to provide timely notification when the dependent becomes ineligible for coverage.

EVENT	REQUIRED DOCUMENT FOR DISENROLLMENT
<input type="checkbox"/> ALL DEPENDENT DROPS	<input type="checkbox"/> Benefit Enrollment and Change Form (ADM4717) AND/OR the Dental and Vision Enrollment and Change Form located at www.benefitstrust.org/forms (union members) AND Note: If dropped during Open Enrollment via Self Service, no form is required AND <input type="checkbox"/> All required documents for the applicable event (see below) Note: Union members dropping dependents for dental/vision coverage must complete the Verification Form (DAS-BAS 4020) in addition to the Dental and Vision Enrollment and Change Form
<input type="checkbox"/> Death of dependent	<input type="checkbox"/> Death certificate
<input type="checkbox"/> Divorce	<input type="checkbox"/> Copy of the FINAL divorce decree with the file date and judge's signature. If divorce is not final, the dependent cannot be dropped outside of Open Enrollment.

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<input type="checkbox"/> Legal separation or annulment	<input type="checkbox"/> Copy of the legal separation or annulment agreement with the file date and court's signature.
<input type="checkbox"/> Dependent attains other coverage	<input type="checkbox"/> A letter from the registrar with the dependent's name they are no longer enrolled <input type="checkbox"/> An official transcript with the dependent's name, school name showing they are no longer enrolled <input type="checkbox"/> A "Current Enrollment Verification Certificate" from the National Student Clearinghouse with dependent's name, school name showing they are no longer enrolled (http://www.studentclearinghouse.org/) Proof of other coverage with effective date
<input type="checkbox"/> HB1 dependent (children ages 26-27) no longer meets eligibility requirements due to residence	<input type="checkbox"/> Copy of driver's license/State-issued Identification Card <input type="checkbox"/> Utility bill <input type="checkbox"/> Lease/mortgage
<input type="checkbox"/> HB1 dependent (children ages 26-27) no longer meets eligibility requirements due to eligibility for coverage under employer's plan	<input type="checkbox"/> Proof of other coverage with effective date
<input type="checkbox"/> HB1 dependent (children ages 26-27) no longer meets eligibility requirements due to eligibility for Medicare or Medicaid	<input type="checkbox"/> Proof of eligibility for Medicare or Medicaid
<input type="checkbox"/> End of legal guardianship	<input type="checkbox"/> Copy of court papers with the file date and court's signature.