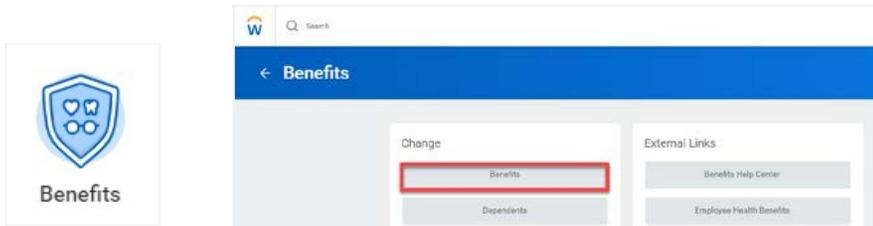


## PROCESS STEPS:

1. From the SPS homepage, click the **Benefits** application.
2. Click the **Benefits** button in the **Change** section.



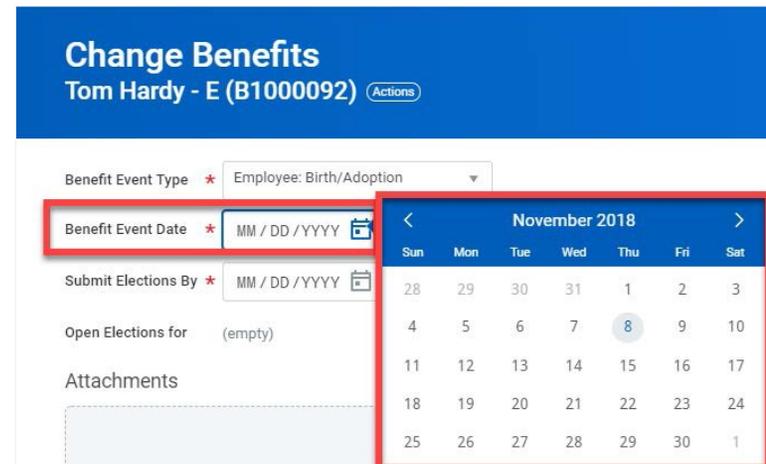
3. Click the **Benefit Event Type** dropdown. Select the life event (Birth/Adoption, Child Support Order, Death of Dependent, etc.).

EMPLOYEES: Select the event with the word “**Employee**”.

*If you are unsure which **Benefit Event Type** to select, contact your Agency Benefit Coordinator.*

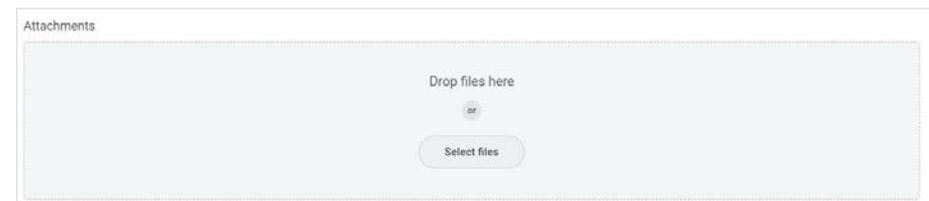


4. Enter the date of the event by manually typing the date or selecting the calendar in the **Benefit Event Date** field.



**Note:** In general, the Benefit Event Date can **NOT** be > 60 days in the past except for **Death of Dependent** and **Divorce**. **Gains Coverage Elsewhere** and **Loses Coverage Elsewhere** may be future dated.

5. In the **Attachment** section, upload any required supporting documents by dragging and dropping or selecting the **Select files** button.



- Review entries on the page and click the **Submit** button.
- The **Up Next** page will appear designating the next approval step.



**You have submitted**  
Benefit Event: Tom Hardy - E (B1000092) on 09/28/2018 [Actions](#)

Up Next	Do Another
Central Benefits Partner	<a href="#">Change Benefits</a>
<a href="#">Change Benefit: Please Review and Approve Documentation</a>	

[> Details and Process](#)

**STOP:**  The task will go for approval. Once the event has been approved, a new task: Benefit Change Employee will appear in your SPS inbox (the task may also be sent back to your SPS Inbox for further information).

**Benefits Required Documents List  
QUICK REFERENCE GUIDE**



Benefit Event Type	Required Documentation
<p><b>Employee: Birth/Adoption</b></p> <p><b>Retiree: Birth/Adoption</b></p>	<p><b>Biological child:</b></p> <ul style="list-style-type: none"> <li>• Copy of child's official state birth certificate with name of employee listed as child's parent.</li> </ul> <p>Acceptable Temporary Documentation Examples:</p> <ul style="list-style-type: none"> <li>• Copy of crib card, copy of newborn's discharge documents, copy of newborn's hospital bracelet.</li> </ul> <p><b>** Official birth certificate required within 60 days</b></p> <p><b>Adopted Child:</b></p> <ul style="list-style-type: none"> <li>• <b>Pending Adoption:</b> Notice of placement for adoption on adoption agency letterhead or copy of court order placing child pending final adoption.</li> <li>• <b>Final Adoption:</b> Copy of final adoption decree signed by a judge or a state-issued birth certificate showing employee as parent.</li> </ul> <p><b>Step-Child:</b></p> <ul style="list-style-type: none"> <li>• Copy of child's official state birth certificate with name of spouse of employee listed as child's parent</li> <li>• Copy of employee's official state marriage certificate signed by</li> </ul>
<p><b>Employee: Change in Dependent Daycare</b></p>	<p><b>To Reduce the Annual Amount:</b></p> <ul style="list-style-type: none"> <li>• Letter from the daycare provider on letterhead indicating a reduction in rate or a reduction in hours with the effective date of the change.</li> </ul> <p><b>To Cancel:</b></p> <ul style="list-style-type: none"> <li>• Letter from the daycare provider on letterhead indicating the last day the dependent attended the daycare.</li> </ul>
<p><b>Employee: Child Support Order</b></p> <p><b>Retiree: Child Support Order</b></p>	<p>Copy of child support order</p>
<p><b>Employee: Death of Dependent</b></p> <p><b>Retiree: Death of Dependent</b></p>	<p>Death certificate</p>

Benefit Event Type	Required Documentation
<b>Employee: Dependent Arriving in US</b> <b>Retiree: Dependent Arriving in US</b>	<p>In addition to the documentation required to show proof of relationship, a copy of the passport with the arrival date indicated and proof of permanent residency.</p> <p><b>For children:</b></p> <ul style="list-style-type: none"> <li>• One of the following – letter from school, daycare provider or pediatrician on letterhead indicating address on file, driver's license/identification card, or lease agreement.</li> </ul> <p><b>For spouse:</b></p> <ul style="list-style-type: none"> <li>• One of the following – driver's license/identification card, mortgage/lease agreement, letter from employer on letterhead indicating address on file.</li> </ul>
<b>Employee: Dependent Leaving US</b> <b>Retiree: Dependent Leaving US</b>	<p>One of the following –</p> <ul style="list-style-type: none"> <li>• Copy of flight itinerary,</li> <li>• Copy of Lease agreement or mortgage.</li> <li>• Letter from employer on letterhead indicating permanent address on file.</li> <li>• For children - letter from school/daycare on letterhead indicating permanent address on file.</li> </ul>
<b>Employee: Divorce</b> <b>Retiree: Divorce</b>	<p>Divorce decree</p>
<b>Employee: Gains Coverage Elsewhere</b> <b>Retiree: Gains Coverage Elsewhere</b>	<p>Letter from other employer (on company letterhead) or the insurance provider. The letter must list the names of your covered dependents and the effective date of the new coverage.</p> <p>Copy of the child's official state birth certificate.</p>
<b>Employee: Legal Guardianship</b> <b>Retiree: Legal Guardianship</b>	<p>Copy of Legal Ward/Testamentary court document, signed by a judge and proof of legal residency.</p>
<b>Employee: Loses Coverage Elsewhere</b> <b>Retiree: Loses Coverage Elsewhere</b>	<p>Letter from previous employer (on company letterhead) or the insurance provider. The letter must list the names of your covered dependents, the effective date of the loss of coverage, and reason for the loss.</p>
<b>Employee: Marriage</b> <b>Retiree: Marriage</b>	<p>Official State marriage certificate (must be a certified copy and dated by the appropriate State or County official after the date of marriage, such as the Clerk of Court).</p>