

# Initiate Life Event

## QUICK REFERENCE GUIDE

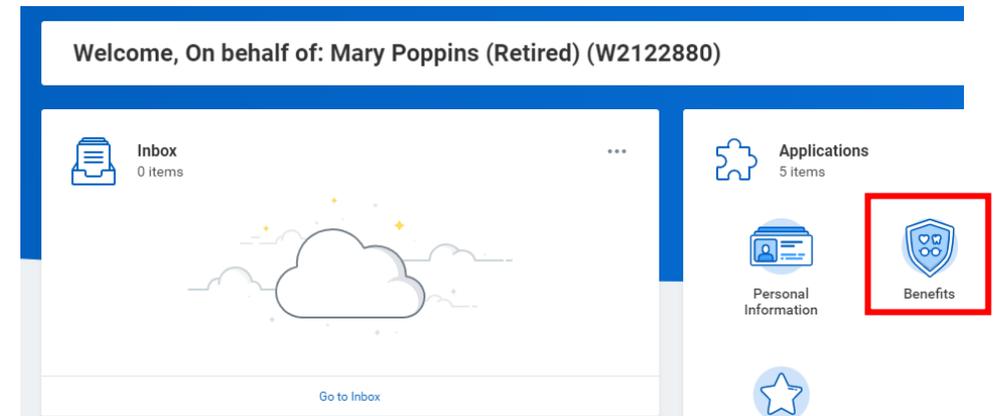


### PROCESS STEPS:

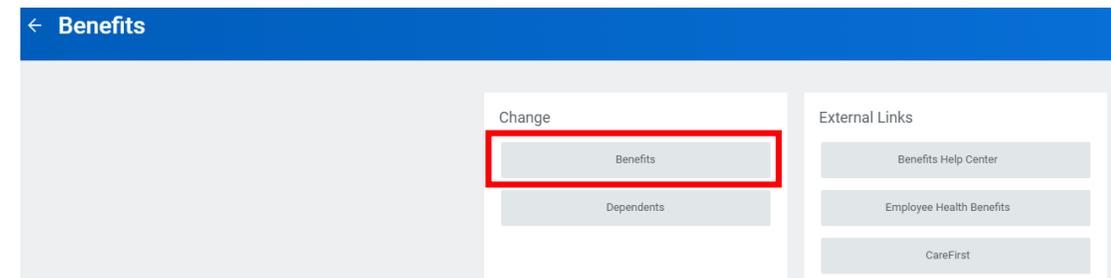
RET06

This Quick Reference Guide covers the steps for a retiree to initiate a qualifying Life Event and submit the event to DBM Employee Benefits Division (EBD) for approval. *The example in the quick reference guide is for a Retiree: Divorce; the steps are the same for any Life Event.*

1. From the SPS homepage, click the **Benefits icon**.



2. On the Benefits page, click the **Benefits button** in the **Change** section.



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3. Click the **Change Reason** dropdown. Scroll down to the events that begin with “Retiree:” and select the life event (Birth/Adoption, Child Support Order, Death of Dependent, Divorce, Gains Coverage Elsewhere, Legal Guardianship, etc.).

*If you are unsure which **Benefit Event Type** to select, **Retirees** should contact the Employee Benefits Division at 410-767-4775.*

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

- The Event Date must match a date on your supporting documentation.
- Most Event Dates may not be more than 60 days in the past.
- Most Event Dates may not be a future date.
- If your Event Date does not meet the criteria for the Change Reason/Life Event selected, the system will stop you from submitting the event.
- **After entering the Benefit Event Date** the **Attachments section** should appear. If the **Attachments section** does not automatically appear, hit the Enter key on your keyboard.

### Change Benefits

Mary Poppins (Retired) (W2122880)

Change Reason \* select one

- Employee: Birth/Adoption
- Employee: Change in Dependent Daycare
- Employee: Child Support Order
- Employee: Death of Dependent
- Employee: Dependent Arriving in US

### Change Benefits

Mary Poppins (Retired) (W2122880)

Change Reason \* Retiree: Divorce

Benefit Event Date \* MM / DD / YYYY

Submit Elections By (empty)

enter your comment

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

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

- DBM Employee Benefits Division (EBD) will not approve Life Events without the appropriate supporting documentation attached.
- Refer to the chart on the last 2 pages of this guide for applicable supporting documentation.
- If you require assistance with uploading or understanding applicable supporting documentation, contact your Agency Benefits Coordinator.

6. Review entries on the page and click the **Submit** button.



- **If you are not ready to Submit the event for review**, click the **Save for Later** button to save the event and access it at a later time from your SPS Inbox.
- Note the **Submit Elections By Date**; this date is the final day you will have access to complete and submit elections AFTER DBM EBD approves the event.

### Change Benefits

Mary Poppins (Retired) (W2122880)

Change Reason \* Retiree: Divorce

Benefit Event Date \* 08 / 01 / 2020

**Submit Elections By 09/29/2020**

Benefits Offered

- Dental
- Medical
- Prescription
- Retiree Life Ins.

#### Attachments

Drop files here

or

**Select files**

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7. After submission the **Up Next** page will appear showing your event has now been submitted to the DBM Employee Benefits Division for review.

### You have submitted

Benefit Event: Mary Poppins (Retired) (W2122880) on 08/01/2020 [Actions](#)

### Up Next

Central Benefits Partner

Change Benefits: Please Review and Approve Documentation (Retiree Event)

[> Details and Process](#)

**The event has now been submitted to DBM Employee Benefits Department (EBD) for review.**

**STOP HERE** and DBM Employee Benefits Division will review the Event you selected, your supporting documentation for the Event and the Event Date.

**After approval, the event will be sent back to you for you to make benefit election changes.** You will receive SPS Notification and email notification once the event is approved if you have a Work or Personal email address in SPS. Follow one of the Quick Reference Guides (QRGs) that begin with “Change Benefit Elections” to assist with entering your election changes.

**If EBD identifies any issues with your Event they will return the event to you.** Again, you will be notified via SPS and email notification if you have a Work or Personal email address in SPS.

# Benefits Required Documents List

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Change Reason/Life Event Type	Required Documentation
<p><b>Employee: Birth/Adoption</b>  <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><u>Acceptable Temporary Documentation Examples:</u></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> <p><b>Pending Adoption:</b></p> <ul style="list-style-type: none"> <li>• Notice of placement for adoption on adoption agency letterhead or copy of court order placing child pending final adoption.</li> </ul> <p><b>Final Adoption:</b></p> <ul style="list-style-type: none"> <li>• 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>  <b>Retiree: Child Support Order</b></p>	<p>Copy of child support order</p>
<p><b>Employee: Death of Dependent</b>  <b>Retiree: Death of Dependent</b></p>	<p>Death certificate</p>

Change Reason/Life 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>