



I want to enroll or make changes to my current benefits, what do I need to do?

In order to enroll or make changes to your benefits outside of Open Enrollment, you will need to experience a Life Event. You have 30 days from the date of the Life Event to submit your required documents and your completed change forms to the Benefit Team. Below is a list of Life Events as well acceptable documents that will allow you to change your current benefit elections or enroll in CPS benefits for the first time. If you are a new employee to the District and only enrolling yourself, you still have to enroll within 30 days of your first day on the job but you do not need to provide any additional documents:

Life events:

New Hire, Open Enrollment (If adding a dependent), Childbirth, Adoption and legal guardianship

Acceptable documentation:

- Birth certificate
- Adoption record or placement for adoption
- Legal guardianship document
- Court order or child support order

Marriage, Open Enrollment (if adding a spouse)

Acceptable documentation:

- Marriage license

Loss of employer-sponsored group coverage

Acceptable documentation:

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- Letter or document from employer stating the employer changed, dropped or will drop coverage or benefits for the employee, spouse or dependent, including the date coverage ended or will end
- Letter from health insurance company showing coverage termination date
- COBRA documentation showing length of coverage with beginning and end dates

Divorce or legal separation

Acceptable documentation:

- Divorce or annulment papers including the ending of health care responsibility and proof of prior qualifying health coverage within the last 30 days

Death of policyholder

- Death certificate or public notice of death and proof of prior qualifying health coverage within the last 30 days

Turning age 26 and aging off parent's plan

Acceptable documentation:

- Proof of prior qualifying health coverage within the last 30 days
- Birth certificate on file shows dependent has turned 26

Loss of Medicaid

Acceptable documentation:

- Documentation from Department of Health and Human Services indicating the reason for loss and when coverage ended or will end
- Letter from Medicaid or Children's Health Insurance Plan (CHIP) stating when coverage ended or will end

Moved out of plan area or moved into new plan area

Acceptable documentation:

Proof of prior qualifying health coverage within the last 30 days and one of the following:

- Lease or rental agreement

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- Mortgage deed if showing owners use the property as primary residence
- Front and back of driver's license or state identification card
- U.S. Postal Service change of address confirmation
- Official school documentation, including enrollment or housing documentation
- Letter from current or future employer that you relocated for work
- Green card, education certificate or visa if you moved to the U.S. from another country

Other events and documents that would allow you to change your benefits:

- Letter from school stating when student health coverage ended or will end
- Dated copy of military discharge papers or Certificate of Release including the date coverage ended or will end due to no longer active military service
- Letter or notice from government program, like TRICARE, Peace Corps, AmeriCorps, or Medicare stating when coverage ended or will end
- Document from the Department of Corrections, jail or prison indicating release or parole, including an order of parole, order of release or an address certification
- Documentation from the Health Insurance Marketplace or state-based exchange showing determination of eligibility and date for the following events:
 - Newly eligible for Advanced Premium Tax Credit
 - Materials violation of the plan contract
 - Unintentional, inadvertent or erroneous enrollment
- Decertified or plan discontinuance letter