

Life Event Documentation

Qualifying life events, the documents you must provide, and when coverage takes effect



Report your Qualified Life Event, make benefit election changes, and submit required documentation within **30 days of the event date**. Visit caliberbenefitsatwork.com or call the **Caliber Benefit Center at 844-347-8941** with questions about how to submit documentation or which documents are required.

Required Documentation by Life Event

Life Event	Supporting Documentation	Coverage Effective Date
 Marriage	Copy of marriage certificate	Date of the marriage
 Domestic Partnership	Caliber Domestic Partner Affidavit	Date the domestic partnership is established
 Birth / Adoption / Guardianship (includes Foster Care placement)	Birth: birth certificate or hospital record. Adoption: official adoption papers. Guardianship: court order of legal guardianship.	Date of birth, adoption, or guardianship
 Loss or Gain of Other Coverage (you, spouse, domestic partner, or dependent)	Letter or form from an employer, government entity, or carrier showing the date of the gain or loss; or an insurance card showing name and effective date.	Same date as the coverage loss or gain
 Death of Spouse / Dependent	<i>None required</i>	Day after the date of death
 Divorce / Legal Separation / End of Domestic Partnership	Divorce / Legal Separation: final divorce decree or legal separation documents. Domestic Partnership: affidavit or dissolution of domestic partnership.	Date of the divorce or the date decreed in legal documents
 Eligibility for Medicare	Medicare eligibility letter, or insurance card showing name and effective date of coverage	Date of Medicare eligibility
 Change in Medicaid / CHIP Status	Letter from Medicaid or CHIP indicating the change in status	Date of Medicaid or CHIP eligibility
 Change in Dependent Care Cost or Provider	<i>None required</i>	Changes made by the 15th of the month are effective the following month
 Change in Parking or Transit Contribution	<i>None required</i>	Changes made by the 15th of the month are effective the following month

How to Submit Your Documents



Online upload

Log in to your benefits account and upload at <https://compass.employreanbenefits.com/caliber>



Fax

888-546-7579



Mail

Caliber Teammate Benefit Center, PO Box 1949, Bellaire, TX 77402

Note: Documents must be submitted before the deadline. Documents sent by fax or mail must be timestamped or postmarked before your submission deadline.