CALIBER

Life Event Documentation

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

Report your Qualified Life Event in Workday, make election changes, and submit 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	*None required*	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	*None required*	Changes made by the 15th of the month are effective the following month
Change in Parking or Transit Contribution	*None required*	Changes made by the 15th of the month are effective the following month

How to Submit Your Documents

Upload in Workday
Report your life event in Workday and attach your supporting documents to the event before you submit. **Documents are accepted only through Workday upload.**

Note: *Documents must be uploaded in Workday before your 30 day deadline.*