

Benefit changes may be made only during the annual open enrollment period. Certain changes may be made if you experience a qualifying status change event, for example:

- Marriage or divorce
- Death of a spouse or dependent
- Birth or adoption or legal guardianship of a dependent
- Change from part-time to full-time employment or vice versa for you or your spouse
- Change in health coverage attributable to your spouse's employment
- Spouse's employment or termination of employment

Benefit changes must be:

- Made within 60 days of the event. Documentation supporting the qualifying status change event will be required within 60 days.
- Consistent with the qualifying status change.

If you have incurred a qualifying status change event in the last 60 calendar days and you wish to make a change to your benefits, please contact People First at (866) 663-4735. If you are unsure your event is an eligible qualified status change, you may contact your Service Center Benefits Representative at (813) 974-2970 to discuss your change.