

# Family Status Change: The 2-Step Process

## *What Life Events Qualify As A Family Status Change?*

Birth / Adoption

Loss of Other Coverage

Legal Permanent Guardianship

Medical Child Support Order

Marriage

Stepchild

Divorce

Gain Other Coverage

Update Medicare Information

Dependent Child No Longer Eligible

Change in Dependent Day Care Fees

Death of a Covered Dependent

## *The 2-Step Process*

If you experience a family status change, you must update your health benefits enrollment status online by logging onto BOSS at [www.baltimorecity.essbenefits.com](http://www.baltimorecity.essbenefits.com) and submitting the required documentation to Employee Benefits within 60 days from the date of the change. For example, if your family status change is the birth of a child, then the date of the qualifying event is your child's date of birth. You will have 60 days from the date of birth to make changes online and submit the child's birth certificate to the Employee Benefits Division.

### *Step 1*

- Log onto BOSS using your social security number and your 4-digit PIN.
- When you reach the Main Menu, click on menu option "Family Status Change".
- Enter the 8-digit date of your family status change.
- Choose your family status change event from the drop down box and click continue.
- Then follow the prompts to enroll or remove dependents from each benefit plan.
- Be sure to click "Submit" to save your changes and print your confirmation statement.

### *Step 2*

Once you have made your changes online, you must submit supporting documentation to the Employee Benefits Division within 60 days from the date of your family status change. Please refer to the Required Documentation for Ongoing Enrollment form posted on the website by clicking on the FORMS LIBRARY link.

If you do not make your benefit changes online and submit the required documentation to the Employee Benefits Division within 60 days of your family status change, you will have to wait until the next annual open enrollment period to make your benefit changes.

**Employee Benefits Division**

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**[www.baltimorecity.essbenefits.com](http://www.baltimorecity.essbenefits.com)**