

QUALIFYING LIFE EVENTS

Understanding, Acting on, & Preparing For QLE's

WHAT IS A QUALIFYING LIFE EVENT?

A change in your situation, such as getting married, having a baby, or losing health coverage, can make you eligible for a Special Enrollment Period, allowing you to enroll in health insurance outside the yearly Open Enrollment Period.

WHEN SHOULD I SUBMIT A QLE ?

You have 30 days from the date of the event to submit the required documentation for your QLE to be accepted. It cannot be recognized as a valid event after this time.

WHERE DO I SUBMIT A QLE FOR ANDERS?

Your event needs to be submitted in ADP Workforce Now, much like when you submit your new hire enrollment. Please see page 2 for step-by-step instructions and resources for questions regarding your event.

WHAT COUNTS AS A QLE?

- If you have a new child and need to add them to your existing plan.
- If you have a change in marital status, such as adding a new partner or canceling a partner's coverage after a divorce.
- If you lost coverage from another plan, such as losing parental coverage.



HOW DO I SUBMIT FOR A QLE IN ADP?

SUBMITTING A QLE IN ADP

- Log into ADP Workforce Now on a computer or laptop.
- Once you login, under the Myself tab, click on Enrollments under the Benefits Section.
- Click on Report a Life Change.
- Select the life change you need to report.
- Follow the prompts and then select submit enrollment.

***Please note that each event will require documentation that acts as support in order for the event to be approved. These documents can be a marriage license, birth certificate, loss of coverage letter, etc.**

NEED HELP SUBMITTING YOUR EVENT?

- If you are experience some issues submitting your event, please contact ADP Account Support at 855-547-8508.

**ADP Workforce
Now**



More Info on QLE



COMMON FAQ'S & RESOURCES

IF I WANT TO ADD A DEPENDENT WHEN SIGNING UP FOR INSURANCE, DO I SUBMIT FOR A QLE?

If you are a new hire and want to add a dependent, you will do so in the new hire enrollment portal. If you try to submit a QLE for this reason, it will be declined.

WHAT IF I AM PASSED THE 30 DAY WINDOW AFTER THE EVENT OCCURS AND WANT TO SUBMIT FOR IT?

Unfortunately, you cannot submit an event outside your special enrollment period of 30 days. Documentation will not be accepted for this.

WHEN IS THE NEXT TIME I CAN MAKE BENEFITS CHANGES?

You will need to take a 30-day gap or more and then return, or wait until Open Enrollment, which takes place in March.

WHO YOU CAN CONTACT REGARDING YOUR EVENT

- **THE PURPLE CARD**

- Our patient advocates are here to help you find the answers to your questions regarding your insurance.

- 866.788.9118

- **Your Benefits Department**

- Email

benefits@andersgroup.org

with any questions regarding your event!