

Contact Benefits Team within 31 days of Loss of coverage

LIFE EVENTS

- You can add benefits for yourself or your dependents if coverage is lost under another plan.
- Email the information to **benefits@slco.org**
 - Provide your name and Employee ID Number (EIN)
 - Indicate reason to add coverage
 - Indicate date to add coverage
 - Attach document showing proof of loss of other coverage showing effective dates, names of those covered, and termination date. (This is a COBRA or HIPAA notice.)
 - Once this is received an enrollment event will be opened for you in PeopleSoft and you can make the desired election changes.
 - If you are adding dependents to your coverage due to dependent losing coverage, you must enter their name, DOB and SSN. If you don't know their SSN, they can still be enrolled. Please call us and provide the number once you have it.
- Documentation **must be received within 31 days**, OR your next opportunity to enroll is during Open Enrollment in November for a January 1st start date of the following year.

Your Benefits Team is here to help, please reach out!
Call 385-468-0580 or email benefits@slco.org for assistance.