

BENEFITS

ANCHORAGE SCHOOL DISTRICT



For Employees covered by the ASD Sponsored Health Plans
(Includes: ACE, APA, FOOD, MAINT, TOTEM, Exempt & Non-Represented)

Qualifying Life Events Adding/Dropping Dependents

Event	Documentation Required	Enrollment must be completed in BenefitSpot	Documentation must be uploaded in BenefitSpot	Effective Date of Coverage
Marriage	<ul style="list-style-type: none"> • Marriage Certificate AND • Spousal Insurance Affidavit¹ 	No later than 31 days from Date of Event	No later than 60 days after Date of Event	1 st of the month following Date of Event
Birth	<ul style="list-style-type: none"> • Birth Certificate² 	No later than 31 days from Date of Event	No later than 60 days after Date of Event	Date of the Event
Adoption or Placement for Adoption	<ul style="list-style-type: none"> • Adoption Certificate or • Legal Guardianship Document or • Birth Certificate 	No later than 31 days from Date of Event	No later than 60 days after Date of Event	Date of the Event
Loss of Coverage Elsewhere	<ul style="list-style-type: none"> • Proof of Loss of Coverage (i.e. COBRA notification) 	No later than 31 days from Date of Event	No later than 60 days after Date of Event	1 st of the Month Following Date of Event
Divorce	<ul style="list-style-type: none"> • Divorce Decree 	No later than 31 days from Date of Event	No later than 60 days after Date of Event	1 st of the Month Following Date of Event
Death of Dependent	<ul style="list-style-type: none"> • Death Certificate 	No later than 31 days from Date of Event	No later than 60 days after Date of Event	Date of Event
Gain of Coverage Elsewhere	<ul style="list-style-type: none"> • Proof of Gain of Coverage – including Effective Date 	No later than 31 days from Date of Event	No later than 60 days after Date of Event	Date of Event

¹Spousal Insurance Affidavit is only required if enrolling spouse in the Medical Plan.

²Hospital Record of Birth may be provided, but will need to be followed up with the Birth Certificate once received.

AEA MEMBERS

Please contact **Public Education Health Trust** for information on Qualifying Life Events (QLE) and the timeframes and documents that are required for their plan(s).

Public Education Health Trust
2550 Denali Street, Suite 1614
Anchorage, AK 99503

Phone: 907-274-7526
Fax: 907-222-2556

Monday – Friday
8:00am – 4:30pm

LOCAL 71 (CUST)

Please contact **Public Employees Local 71 Health Trust** for information on Qualifying Life Events (QLE) and the timeframes and documents that are required for their plan(s).

Public Education Local 71 Health Trust
2510 Arctic Blvd
Anchorage, AK 99503

Phone: 907-276-7611
Fax: 907-274-7101

Email: trust@local71rust.org

TEAMSTERS 959 (BUS)

Please contact **Alaska Teamster Employer Welfare Trust** for information on Qualifying Life Events (QLE) and the timeframes and documents that are required for their plan(s).

Alaska Teamster-Employer Welfare Trust
520 E 34th Avenue, Suite 107
Anchorage, AK 99503

Phone: 907-751-9700

Email: benefits@959trusts.com

