Important Eligibility and Coverage Information
---Qualifying Family Status Changes---

Normally you cannot cancel your dental plan in which you participate, except during a dental open enrollment. An exception to waiting for open enrollment would be by reason of a Qualifying Family Status Change event. You have only **31 calendar days** from the date of your qualifying event to notify the Employee Benefits Department and submit the required forms. Acceptable Family Status Changes for cancelling coverage are listed below.

**Please check the applicable Qualifying Event if you are cancelling outside of Open Enrollment:**

- □ Entering into Marriage/Domestic Partnership and adding onto spouse/domestic partner’s plan
- □ Commencement of your spouse/domestic partner’s employment (which triggered employer-sponsored dental coverage under your spouse/domestic partner)
- □ A significant change in dental coverage provided by your spouse/domestic partner’s employer that affects you or your spouse/domestic partner, including open enrollment under his/her plan.

If you have a qualifying Family Status Change, you may revise your benefits only in ways that are consistent with that change. For instance, if you marry or enter a domestic partnership, you could drop our dental insurance if you are adding onto your spouse/domestic partner’s dental plan. **Again, to make plan changes, this original form must be received by Employee Benefits within 31 calendar days** of the qualifying event with documentation of the new coverage.

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**Date of Qualifying Event**

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I understand that I will not be able to enroll in the District dental plan until that later of the passage of **24 months** or the next dental Open Enrollment *(unless I experience a loss of coverage Qualifying Event)* and the benefit level will restart at **70%** due to the break in coverage.

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**Effective Date of Cancellation**

Name: ___________________________ Employee ID# ___________________________

Signature ___________________________ Date: ___________________________

White: Employee Benefits            Canary: Employee            BS#208           4/2012