

COUNTY OF LINCOLN

POST OFFICE BOX 711
300 CENTRAL AVENUE
CARRIZOZO, NEW MEXICO 88301-0711

Phone: 575/648-2385

Fax: 575/648-4182

Memo

To: *Employee*

From: Billie-Jo Guevara, Administrative Assistant/Human Resources *BJG*

Date: January 2, 2018

Subject: Immediate Notification of Changes of Status Situations (Qualifying Events)

This memo is just a reminder regarding qualifying events that could affect employee benefits.

It is the **EMPLOYEE'S** responsibility to notify Human Resources Director of these changes. Coverage becomes effective the day following loss of coverage, providing the enrollment is made **within 31 days** of the "Qualifying Event".

- Change in mailing address
- Change in job status of spouse (reduction of hours or termination) resulting in loss of group coverage; new hire and picking up the benefits coverage.
- Marriage or a change in marital status, such as divorce or legal separation, resulting in a loss of coverage.
- Death of a spouse or eligible dependent, resulting in a loss of group coverage.
- Birth of a child, a court approved adoption or legal guardianship.
- Any other circumstance where the individual had other coverage and loses it due to circumstances beyond their control must be evaluated by Risk Management Division State of New Mexico for eligibility.
- Spouse going through Open Enrollment is **NOT** a change of status situation.

IMPORTANT – DO NOT DELAY REPORTING QUALIFYING EVENTS TO THIS OFFICE. DELAY CAUSES NUMEROUS DIFFICULTIES!!!