

Employees may change their insurance enrollment within 30 days of a "qualifying event."

Qualifying Events include (but are not limited to):

- Marriage (same-sex included)
- Divorce (same-sex included)
- Childbirth
- Adoption
- Employment/Job Eligibility
- Spouses' Loss of Insurance

When an employee experiences a "qualifying event," he/she has 30 days from the date of the event to notify the treasurer's office that he/she would like to change his/her current elections in our benefits program. If notification is not made within the 30 days, an employee may change his/her selection at the next annual open enrollment period.

Note: Same-sex couples who married in other states prior to the recent Supreme Court ruling are now recognized by Ohio as legally married couples. Consequently, the Supreme Court ruling would now be considered "qualifying event" for employees wishing to change their current elections in our benefits program. If the ruling is a qualifying event for you, and you wish to change your benefit selection, enrollment is required 30 days after the ruling (July 26).

Forms to make changes are available at www.ketteringschools.org. Click on "Departments," click on "Treasurer's Office," and scroll down on the right side of the page to the appropriate form. Please complete, sign and date form and submit to Jill Lopez, Payroll and Benefits Coordinator, in the Treasurer's Office."