

## Qualifying Life Events

Outside of the annual Open Enrollment period, you can change your benefit coverage only if you experience a qualifying life event. You have only 31 days from the qualifying life event to notify the Benefits Division, complete the necessary paperwork, and submit the required documentation. Missing this deadline will result in having to wait until the next open enrollment. Please refer to the **2021-2022 Employee Benefits Guide** for more information.

### Qualifying Life Events are defined as:

- Marriage, divorce,
- Adoption or birth of a child,
- Death of a spouse or child,
- A child on your policy turns 26,
- Loss or gain of benefits coverage

*\*See **Qualifying Life Event Processing form** for more details.*

Please complete and return the Qualifying Life Event Processing form, along with the required supporting documentation listed on page 2 within 31 days of your qualifying life event.

Submit your documentation through one of the following methods:

- Benefits Secure Documents Portal:  
[http://www.houstontx.gov/hr/benefits/sdsubmission\\_form.html](http://www.houstontx.gov/hr/benefits/sdsubmission_form.html)
- Secured Drop-off Box: 611 Walker, 4<sup>th</sup> Floor, Houston, Texas 77002; Attn: HR Benefits

You will receive ID cards from the health carriers within 10-14 business days. Please verify the data listed on your cards is accurate. In addition, verify your mailing address is correct in ESS. Please use “Address Line 2” in the Mailing Address section to update your apartment or unit number, if applicable.

If you have any questions or concerns, please feel free to reach out to us via email at [benefits@houstontx.gov](mailto:benefits@houstontx.gov) or call (832) 393-6000.

## Ongoing Changes

To update your Basic Life Insurance Beneficiaries:

[http://www.houstontx.gov/hr/hrfiles/benefits/form\\_basic\\_life\\_beneficiary.pdf](http://www.houstontx.gov/hr/hrfiles/benefits/form_basic_life_beneficiary.pdf)

(\*Form *must be notarized*)

To update your Voluntary Life Insurance Beneficiaries:

[http://www.houstontx.gov/hr/hrfiles/benefits/form\\_voluntary\\_life\\_beneficiary.pdf](http://www.houstontx.gov/hr/hrfiles/benefits/form_voluntary_life_beneficiary.pdf)

(\*Form *must be notarized*)

To update your Death Termination Pay Beneficiaries:

[http://www.houstontx.gov/hr/hrfiles/benefits/form\\_death\\_term\\_pay.pdf](http://www.houstontx.gov/hr/hrfiles/benefits/form_death_term_pay.pdf) (\*Form

*must be notarized*)

To **increase/ enroll** in Voluntary Life Insurance. In order to consider your request, you will need to complete the Evidence of Insurability and Voluntary Life form(s)

[https://www.houstontx.gov/hr/hrfiles/benefits/form\\_EOI.pdf](https://www.houstontx.gov/hr/hrfiles/benefits/form_EOI.pdf)

[https://www.houstontx.gov/hr/hrfiles/benefits/form\\_voluntary\\_life\\_beneficiary.pdf](https://www.houstontx.gov/hr/hrfiles/benefits/form_voluntary_life_beneficiary.pdf)

Once complete, submit your forms to the City of Houston Human Resources Benefits office so that we may forward them to the Life Insurance carrier's underwriter for review. The company will inform you of a decision or if additional information is needed. The process usually takes approximately 45 days.

Bi-weekly premiums are based on your age group and pay.

To **decrease coverage/ cancel** your Voluntary Life Coverage

[https://www.houstontx.gov/hr/hrfiles/benefits/form\\_voluntary\\_life\\_beneficiary.pdf](https://www.houstontx.gov/hr/hrfiles/benefits/form_voluntary_life_beneficiary.pdf)

(\*Form *must be notarized*)

Please submit the form(s) to the Human Resources Benefits Division through one of the following methods:

- Benefits Secure Documents Portal:  
[http://www.houstontx.gov/hr/benefits/sdsubmission\\_form.html](http://www.houstontx.gov/hr/benefits/sdsubmission_form.html)
- Email: [benefits@houstontx.gov](mailto:benefits@houstontx.gov)
- Secured Drop-off Box: 611 Walker, 4<sup>th</sup> Floor, Houston, Texas 77002; Attn: HR Benefits

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