

Making Changes During the Year

Once you have enrolled, your benefit elections generally remain in effect for the plan year. Changes outside of Open Enrollment normally require an eligible qualifying life event.

Examples of qualifying life events may include:

- Marriage or divorce
- Birth or adoption of a child
- Gain or loss of other insurance coverage
- A dependent becoming eligible or no longer eligible for coverage
- Other qualifying changes permitted under the benefit plan

Qualifying life-event changes must be reported within the required timeframe. Supporting documentation may also be required, such as a birth certificate, marriage certificate, divorce decree, or documentation showing the effective date of other insurance coverage.

Please contact American Fidelity or the Princeton City Schools Payroll Department as soon as possible when a qualifying life event occurs.