



WILLIAMSON COUNTY GOVERNMENT

Benefits Administration

Qualifying Life Event Required Documentation

Any benefit changes elected due to a qualifying life event must be made and substantiated within **31 days** of the date of the event. If the paperwork has not been received within the **31 days** following the event, you will have to wait until Annual Open Enrollment.

Below is a list of acceptable supporting documentation for each type of life event. Once the documentation is received and approved by the Williamson County Benefits Department, your election change(s) will be submitted to the insurance carriers as appropriate.

Please Note:

- All status changes are effective as of the date of the qualifying life event.
- You will be responsible for any retroactive payroll deductions, if applicable.

Type of Life Event	Required Documentation
Marriage	<ul style="list-style-type: none">• Marriage Certificate• Spousal Form
Divorce	<ul style="list-style-type: none">• Divorce Decree showing the decree date
Birth or Adoption of a child Court Appointed Custody/Medical Support Order	<ul style="list-style-type: none">• Official Birth Certificate, will accept mother's copy of newborn• Legal Adoption papers• Legal Guardianship paperwork signed by the Judge
Gain or Loss of other Coverage Self/Spouse/Child	<ul style="list-style-type: none">• Enrollment Confirmation• Benefit Summary Loss of Coverage Letter• Cobra Letter with loss of coverage effective date
Death/Spouse or Child	<ul style="list-style-type: none">• Death Certificate

Direct questions and/or your documentation to:

Williamson County Benefits Department

Tiffany Noblin

Benefits Clerk/Qualifying Events

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