

Important Information About Your Flex Benefits and...

Eligibility of Grandchildren

Here's what you'll need to consider when you add a grandchild because of a family status change – whether you obtain legal custody of a grandchild or your dependent child has a birth, adoption, guardianship or legal custody arrangement of a child.

Who's Eligible

If you add an eligible grandchild, you can enroll that grandchild within 30 calendar days of the family status change. To be eligible, grandchildren must be:

- Your grandchildren up to age 26 – if you have legal custody and provide the Employee Benefits Division with copies of court papers
- Your grandchildren if the parent is your dependent child who is:
 - under age 19, unmarried and financially dependent on you, or
 - Age 19 to 26 and meets the full-time student status, is unmarried and financially dependent on you. Valid proof of student status is required (see box to right).

Enrolling A Grandchild

What Benefits You Can Change

- Enroll your grandchild in your health and dental coverage
- Enroll in or increase Healthcare Flexible Spending Account and Dependent Care Reimbursement Account contributions
- Enroll in or change your amount of supplemental and dependent life insurance, accidental death and dismemberment (AD&D) and supplemental disability insurance

The benefit changes you are allowed to make depend on your benefits choices at the time of your family status change.

When You Can Enroll and Make Benefit Changes

- Within 30 calendar days of obtaining legal custody of a grandchild or within 30 calendar days of when your dependent child has a birth, placement for adoption, or date of legal guardianship or custody arrangement of a child. **If you don't enroll within 30 calendar days, you will have to wait until the next annual enrollment, October 1–31, to change your benefit choices and your grandchild will not have Flex coverage until the next January unless you have another qualifying family status change.**

How To Enroll and Make Benefit Changes

- Call the Benefit Service Center at 1-800-778-2133
- Go online via the Internet at www.myflexla.com

Any insurance forms you complete in the hospital may cover services related to childbirth but do not enroll your grandchild in Flex coverage. You must call or go online.

When Changes Are Effective

- **Health and dental coverage** – date of birth, placement for adoption, or date of guardianship or custody, with your contributions for coverage effective that same date
- **Life insurance** – generally, date of enrollment; if proof of good health is required, changes are effective when Evidence of Insurability is approved by the insurance company
- **Healthcare Flexible Spending Account or Dependent Care Reimbursement Account** – date of enrollment

If your coverage cost or account contributions change, your new contributions through payroll deductions will begin one to three pay periods from the date you enroll your grandchild.

When Full-Time Student Status Verification is Required

To enroll a grandchild for whom you do not have legal custody and whose parent is your dependent child between age 19 and 26, you must submit a Verification of Full-Time Student Status form to verify that your dependent child is a full-time student. The form is available from the Employee Benefits Division. If full-time student status ends for your dependent child, your grandchild's eligibility for benefits also ends. Please notify the Employee Benefits Division as soon as full-time student status ends. *Note: If you have legal custody of your grandchild, a Verification of Full-Time Student Status form is not required.*

Resources

- To enroll your eligible grandchild, go to www.myflexla.com or call 1-800-778-2133.
- For questions, call the Employee Benefits Division at 213-978-1655 Monday through Friday, 8 a.m. to 4 p.m. Pacific time – or send an email to per.EmpBenefits@lacity.org.
- For child care referrals, go online to the Employee Assistance Program (EAP) web site at www.members.mhn.com (company code:cityoflosangeles) or call 1-800-213-5813.
- For forms – including reimbursement account claims – go to www.myflexla.com.

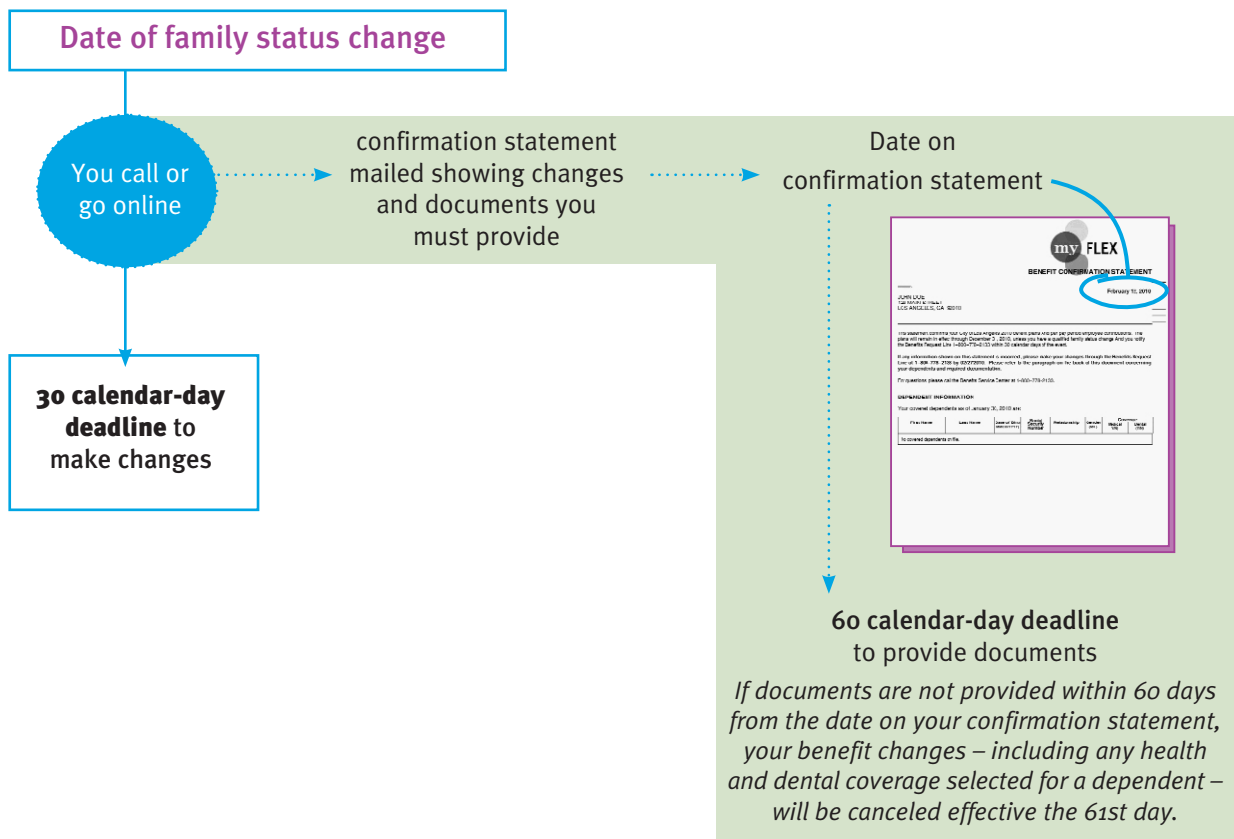


Benefits for your way of life.

Providing Proof of Your Family Status Change

- You have 60 days from the date on your confirmation statement to provide the required documents listed on your status change confirmation statement. If you enrolled a grandchild for whom you do not have legal custody and whose parent (your dependent child) is a full-time student between ages 19 and 26, you must complete the Verification of Full-Time Student Status form.
- If you do not submit the required documents by the deadline, any benefit changes you made – including any health and dental coverage you selected for your grandchild – will be canceled effective the 61st day after the date on your confirmation statement. **Any medical or dental expenses your dependent has after coverage is canceled will be your financial responsibility.**

For the birth of a grandchild, the Employee Benefits Division will accept a copy of the hospital verification of birth or a copy of the birth certificate as proof.



This summary is published by the City of Los Angeles Joint Labor Management Benefits Committee. It provides only highlights of family status changes and the Flex program. It does not change the terms of your benefit plans or the official documents that control them. If there are any inconsistencies between this summary and the official plan documents, the plan documents will govern. Plan documents are the legal papers that describe the benefit plan rules in detail. They may include insurance policies and similar kinds of contracts.