Adoption of a Child

Follow the instructions to add your newly adopted child to your CSU insurance.

You are permitted to make mid-year election changes within 30 days of an IRS approved qualifying event. It is necessary to provide documentation (placement for adoption documents) to Human Resources to substantiate the qualifying event and to establish the eligibility for, and the effective date of, the requested change within 30 days of the qualifying event.

Changes initiated or documentation received after 30 days will not be accepted and changes cannot be made until the next open enrollment period.

You will complete two steps:

- Add your newly adopted child by entering their information in the Personal Information menu option.
- Complete enrollment of your newly adopted child in CSU Benefits.

Step 1  Add your Newly Adopted Child

1. Click on the CSU EMPLOYEE SELF-SERVICE responsibility to expand the menu. Click Personal Information.

The Personal Information page displays.
2. Scroll down the page until you reach Dependents and Beneficiaries. Click the Add button. Add page displays.

3. **Dependent And Beneficiary: Create** page appears. Enter the details for your newly adopted child.

   **General Information**
   - Enter the First Name and Last Name. Middle Name and Suffix are optional.
   - Select the applicable Relationship (Child) from the list of values.
   - Enter the Relationship Start Date (adoption date).

   **Additional Dependent and Beneficiary Information**
   - **Gender** – Select ‘Male’ or ‘Female’.
   - **Social Security** – Enter the social security number for your newly adopted child. If you do not have a social security number, please contact Human Resources at 970-491-MyHR (6947) for assistance. The social security number is due within 90 days of the adoption date to maintain coverage.
   - **Start Relationship Reason** – Select ‘Adoption’.
   - **Date of Birth** – Enter the date of birth of your newly adopted child.
   - **Adoption Date** – Enter the date the child was place for adoption.

5. Click Next. This brings you to the Personal Information: Review page where you can review your changes before they are submitted.
6. Click **Submit** if you are satisfied with your entry. (Click **Back** if you need to return to previous pages to make changes.)

You have **completed** the first step of the life event procedure. Click **Return to Overview** to enroll your newly adopted child in benefits.

**Step 2  Enroll your Newly Adopted Child in Benefits**

All mid-year qualifying events must be entered and approved in the online enrollment system within **30 days** from the date of event or changes cannot be made until the next open enrollment period.

After adding your dependent’s **Personal Information**, be sure to submit official documentation (marriage certificate, affidavit of domestic partnership, certificate of civil union partnership, or birth certificate for each child you wish to add) to the Human Resources (HR) - Benefits Unit. To make elections, you may access this option by logging into **CSU Benefits** in **CSU EMPLOYEE SELF-SERVICE**.
1. On the Legal Disclaimer page, review the information and select Accept, then Next to enter the Online Benefits Enrollment System.

2. If you have a spouse/domestic partner/civil union partner or additional dependent children who you wish to add due to the birth, you may add them on the Online Benefits Enrollment: Individuals and Beneficiaries screen, by clicking Add Individual. Otherwise, Skip to Step 4.

Name and Relationship

- **Relationship** – Select Relationship type.
- **Relationship Start Date** – Enter the date of adoption.
- **First Name and Last Name**
- **Middle Name and Suffix** – optional
Address Information
If the dependent lives in your household, select Shared Residence

Otherwise, enter:
- Address Type
- Address Style
- Address Line 1 – 3
- City, State and Zip Code
- County
- Country
- Telephone or Telephone2

Miscellaneous Information
- Gender – Select ‘Male’ or ‘Female’.
- Social Security – Enter the social security number of the dependent.
- Date of Birth – Enter the date of birth of the dependent.

3. Click Apply if you are satisfied with your entry.

4. On the Select Program page, under Select Insurance and Retirement Programs, click CSU Benefits Plan (Cost Share) to and Next to proceed to your benefit elections.

5. Under the Insurance/Retirement Program, you will see your current Benefit Elections. To begin making your elections, click Update Benefits.
6. On the **Update Benefits: Update Enrollments** page, elect the plans you wish to enroll in or make changes to your current plan elections.

- **Medical, Dental and Vision**
- **Short Term and Long Term Disability**
- **Basic Term Life, Employee Voluntary Term Life, Dependent Term Life and Child Voluntary Life**
- **Health Care and Dependent Care FSA** (enter the annual election)
- **Voluntary AD&D**

7. Click **Next** if you are satisfied with your elections.

8. On the **Update Benefits: Cover Individuals** page, make an election to cover dependent(s) by checking the box under **Cover** for each benefit, as applicable. Then select **Next**.
9. Beneficiaries may be designated under Update Benefits: Update Beneficiaries by entering a value for each person in whole percentages. Complete this action for each life insurance policy (suspended and interim amounts). If a beneficiary is not listed, click Add/Edit Beneficiary and follow Step 2 above to add an individual.

If you are satisfied with your designations, click Next.

10. Congratulations! You have successfully completed your benefits enrollment. Notice the Warning at the top of the page, which shows action items or notifications applicable to your enrollment.

11. Be sure to print a copy of your Confirmation Statement or printable page for your records by selecting the Confirmation Statement or Printable Page button.

12. Click Finish to finalize your elections.

Definitions

- **Proper Certification**: If you have elected coverage for your spouse, common law spouse, domestic partner, civil union partner or eligible child, you must submit a photocopy of the required documentation to Human Resources within 30 days of your event date.

- **Interim**: The current election, in place prior to the approval of your requested change.

- **Suspended**: The coverage which has been requested. This elections will remain ‘Suspended’ until proper documentation is received and approved by Human Resources.