



What Is a Qualifying Status Change (QSC)?

A Qualifying Status Change (QSC) represents a significant life or work event which enables an employee to make modifications to certain benefit elections within stated IRS guidelines.

Examples

- ◆ Life events include, but are not limited to:
 - ◆ Birth of a child
 - ◆ Adoption of the child
 - ◆ Marriage
 - ◆ Divorce
- ◆ Work events include, but are not limited to:
 - ◆ Retirement
 - ◆ Leave of Absences
 - ◆ Change in hours (i.e., full-time to part-time or vice versa)
 - ◆ Change in employee type (i.e., SES/SMS to CS, OPS to SES/SMS/CS, etc.)

Notification Timeframes

Employees have 31 days from the date of the event to process any changes to their benefit plans with the following exceptions. Employees have up to 60 days from the event to process changes for a birth or new hire event.

How Do I Process My Benefit Changes?

Employees can process their benefit changes by either:

- ◆ Accessing the People First System
 - ◆ Contacting the People First Service Center at 1-866-663-4735
- OR
- ◆ Completing a Qualifying Status Change Enrollment form and, if applicable, a separate enrollment form for each benefit plan being changed (e.g., Health Enrollment form, Dental Enrollment form, etc.)

Did You Know?

- ① The People First Service Center will mail a confirmation statement reflecting the changes made to benefit plans within 2 business days.
- ① The People First Service Center will mail a notification letter to employees who have experienced a work event informing them of the potential impact to benefits.
- ① IRS guidelines state that the changes made to benefit plans must be consistent with the type of status change event the employee has experienced (e.g., a birth would allow you to add a dependent to coverage, but would not allow you to change your medical plan option).



How Do I Make Changes Using the People First System?

1. Click on the **Health & Insurance** tab on the top navigation bar on the **People First homepage**. The Health and Insurance homepage will display.
2. Click on the **Process Benefits Elections** link. The Benefit Elections homepage will display.
3. Determine if there are any events currently listed on the page.
 - ◆ If yes, click on the **Process Event** button. The Dependent Overview page will display.
 - ◆ If no, click on the **New Event** button and refer to the Navigational Helpful Hints link on the New Event page under Additional Information.
4. Determine if dependents need to be added or need their Social Security Number and/or address information updated.
 - ◆ If yes, refer to the Navigational Helpful Hints link on the New Event page under Additional Information.
 - ◆ If no, click on the **Continue** button. The Summary page will display listing current benefit coverage.
5. Review current benefit plan coverage to determine if changes need to be made.
 - ◆ If yes, click on the **Process Enrollment** button. The Health Enrollment page will display.
 - ◆ If no, no further action is needed. Click on the **Cancel** button to return to the Benefit Elections homepage.
6. Make **appropriate changes** by:
 - ◆ Clicking on the to the left of the benefit plan desired.
NOTE: The type of changes that can be made will be determined by the Qualifying Status Change Event being processed.
 - ◆ Verifying there is a in the Dependent box to the left of each dependent to be covered.
 - ◆ If yes, continue with the next step.
 - ◆ If no, click on the box to the left of each dependent to be covered. A checkmark will appear in the box.
NOTE: Click on the box to remove the checkmark to "drop" a dependent from coverage.
7. Determine if any other changes need to be made to other benefit plans.
 - ◆ If yes, click on either the **Benefit Plan Tab** needed OR click on the **Previous Plan** OR **Next Plan** button to reach the appropriate benefit plan tab and return to Step 6.
 - ◆ If no, click on the **Summary/Enroll** button to continue to the Summary page to finalize the enrollment process.
8. Review your revised benefit plan coverage to determine if changes are needed.
 - ◆ If yes, return to Step 5.
 - ◆ If no, click on the **Enroll** button. Changes will be saved and a confirmation PDF will open in a separate window to allow you to print and/or save for your records.
9. Click on the **Complete** button. The Benefit Elections homepage will display.