

### *Benefits Checklist Following the Birth or Adoption of a Child*

- Remember to apply for Family and Medical Leave. This applies to both the father and the mother. Contact the Employee Benefits office for appropriate forms.
- If the mother has Short Term Disability, apply for this benefit as well. Contact the Employee Benefits office for appropriate forms.
- Remember to add the newborn to your health plan as soon as possible after birth. You have 31 days after birth to add the child to your plan. The social security number of the child can be provided later, so do not delay because you do not have this information. If you have the Point of Service plan, the physician ID for the child's Primary Care Physician does need to be provided right away.
- Other benefit changes such as life insurance may be made within 31 days after birth.
- The Advantage Account can be changed within 31 days after childbirth. The Day Care Advantage account can also be changed within 31 days of placing a child in Day Care or because of changes in Day Care providers.
- Work with your supervisor for approving leave for appropriate absences such as doctor's appointments or various personal or medical needs as they arise.
- If you have dental insurance and you cover dependents, the policy requires that you cover all eligible dependents. A child must be added to your dental plan when eligible at age two.