

Town of Manchester, Connecticut

Human Resources Department

November 28, 2016

To: All Retirees With Insurance Coverage for Spouses

From: Valerie Kerr, Human Resources Associate

Re: **30-Day Qualifying Event Period for Insurance Changes Due to Divorce**

Retirees who are covering a spouse and any stepchildren of a spouse under the Town of Manchester's medical and prescription insurance should be aware that if a retiree becomes divorced, it is required that the spouse and stepchildren be removed from insurance coverage.

In order to remove a former spouse and stepchildren from insurance, an enrollment form needs to be completed and returned to the Human Resources Department within 30 days of the dissolution of marriage. In addition, the divorce decree showing the date of dissolution is required. Enrollment changes will not be made until all required documentation is received.

While it is the retiree's responsibility to notify Human Resources within 30 days of the divorce, coverage for the spouse and stepchildren will be terminated at the end of the month in which the dissolution of marriage occurs. If a retiree fails to notify Human Resources within the 30-day qualifying event time frame, any charges for claims incurred by spouses or dependents no longer eligible for coverage will be the responsibility of the retiree and will need to be repaid to the Town of Manchester.

Enrollment forms for insurance changes can be obtained from the Human Resources Department. If you have any questions, please feel free to call me at (860) 647-3024.

Human Resources, Town Hall, 41 Center Street, Lower Level (860) 647-3126
Director: Dede Moore HR Specialist: Tricia Catania HR Specialist: Jan Devendorf
HR Associate: Valerie Kerr HR Associate: Alysia McDowell