

Enrollment Documentation Requirements

All documentation must be submitted during the Active Enrollment window or within 31 days of a Qualifying Event.

NOTE: all documentation must be resubmitted during Active Enrollment 2021. If you have submitted documentation in 2021 then you may consider those submissions current. If you have questions please contact Erisa at 1 855-618-1800.

Adding a Spouse:

- Marriage Certificate (must be court-filed and show filing date/acceptance; Marriage Licenses are not acceptable)
- Common-law marriages are not recognized under New Mexico statute; however, common-law marriages from states which do recognize them will also be recognized for benefit eligibility purposes

Adding a Domestic Partner:

- Signed and notarized Domestic Partnership form (Note: must be 12 or more months since any prior identified documented or recorded termination of DP or marriage)

Adding a Dependent Child:

- Birth Certificate
- Court Issued Guardianship/Kinship Papers
- Court Issued Custodial Papers (must not have expired)
- Adoption Papers

Adding your Domestic Partner's Children:

- Birth Certificate or similar court-issued paperwork as described above identifying your domestic partner as the parent or legal guardian

Adding a Newborn:

- A newborn may be added within 31 days of Date of Birth; proof of birth from the Hospital may be submitted in place of a Birth Certificate, but the BC must be submitted within 90 days of the DOB

Adding or Dropping Coverage Due to a Change in Other Coverage:

- Documentation from the other provider clearly showing you and/or the dependent who is affected and whom you will be adding or dropping as the covered participant; must include the effective date in which your other coverage started or ended
- If the change is related to Medicaid please submit the full letter of notice from your Medicaid provider

Divorce or Separation:

- A copy of the relevant pages showing the date of separation or divorce and the name of the ex-spouse; by Department of Labor rules this must be submitted within 30 days to your employer and administrator as the ex-spouse is eligible for COBRA

Dependent Turning 26:

- Dependents turning 26 automatically drop at the end of the month in which their 26th birthday takes place and no documentation is required

Adult Disabled Dependents:

- To receive plan coverage an adult disabled dependent must have been on your coverage prior to turning 26; a copy of the disabled dependent certification form must be filled out and submitted for approval by your medical carrier, then turned into Erisa for processing (forms at: <https://www.mybenefitsnm.com/FGP.htm>)