



**City of Riverside
Human Resources Department**

QUALIFYING EVENT CHECKLIST

Employees may enroll/cancel coverage for new or existing dependents to their **Health/Vision, Dental, and Flexible Spending Account (FSA)** plans when experiencing a “Qualifying Event.” Examples of qualifying events include marriage, registered domestic partnership, new births, adoptions, or divorce; please review the [“Qualifying Events”](#) document for more information. Enrollment/change requests to a Health/Vision, Dental or FSA plan **MUST** be submitted within **30 days** of the qualifying event date via the Employee Online (EO) system. Proof of dependent eligibility (i.e. marriage certificate, birth certificate, divorce decree) must also be submitted by the **30-day** deadline. As a reminder, EO may be accessed at <http://www.riversideca.gov/> under Online Services or via the City Intranet site.

Below is a checklist to assist you in the process of making benefit enrollment changes. Please visit our benefit website at <http://www.riversideca.gov/human/benefits/> to locate detailed information on each benefit.

Important Note: In addition to enrolling/cancelling coverage for dependents, it is important to update your beneficiary designation if you experience a qualifying event. Please refer to the benefits checklist if you would like to update beneficiary information at this time.

REQUIRES ENROLLMENT/CHANGE WITHIN 30 DAYS OF THE QUALIFYING EVENT			
Benefit Plan		Where to Find Information	How to Enroll/Change
<input type="checkbox"/>	Health/Vision Insurance	Benefits website; click on the Health Plans , Vision Plan , or Dental Plans links (Vision coverage is provided with all health plans)	Submit request via EO system to enroll or delete an eligible dependent.
<input type="checkbox"/>	Dental Insurance		
<input type="checkbox"/>	Flexible Spending Accounts (FSA)	Benefits website; click on Flexible Spending Account (FSA) link	Submit request via EO system to enroll or modify the FSA annual amount.
<input type="checkbox"/>	Additional Life Insurance	The Standard’s Website; http://www.standard.com/enroll/	Apply and complete medical history statement online and submit electronically.

All supporting documentation must be submitted to Human Resources within 30 days of the qualifying event. Documents may be emailed to citybenefits@riversideca.gov, faxed to (951)826-2421, or brought in person to HR located on 3900 Main Street, 2nd Floor. You may also contact us at (951)826-5639 or via email at citybenefits@riversideca.gov with any questions.