



Adding a Child: Birth or Adoption – Important 30-Day Timeline

The Office of Group Benefits (OGB) would like to remind members of the procedures for enrolling a newborn or adopted child or a child placed for adoption with you.

To add a newborn child to your plan, you must provide your human resources department with a copy of the birth letter or a copy of the birth certificate within 30 days of the child's birth date. For enrollment, the birth letter will suffice as proof of parentage only if it contains the relationship of the child and the member. If the birth letter or birth certificate is not received within the 30-day timeframe, enrollment cannot take place until the next annual enrollment period, unless you experience another qualified life event that supports the addition of the child to the plan.

To add an adopted child, you must provide your human resources department with legal adoption papers within 30 days of the child's adoption date. To add a child placed for adoption with you, you must provide your human resources department with the adoption placement agreement or an act of surrender and Clerk of Court certification in compliance with La.R.S. 22:1004 within 30 days of the child's placement for adoption with you. If these legal adoption papers are not received within the 30-day timeframe, enrollment cannot take place until the next annual enrollment period, unless you experience another qualified life event that supports the addition of the child to the plan.

While OGB will need the social security card for every person on the plan, the social security card is not a requirement for initial enrollment for a newborn or adopted/placed child. Please remember to send OGB the social security card upon receipt, preferably within 90 days of the birth/adoption.

If you have questions, please contact OGB customer service at 800-272-8451.