KANSAS STATE

Human Resources

REMOVING A DEPENDENT DUE TO INELIGIBILITY

When a covered dependent becomes ineligible for coverage under the SEHP, this qualifies as a life event and enables you to make a mid-year coverage change to some or all of your benefits, within 31 days of the event.

- Log into HRIS as you do to review your paycheck. <u>https://hris.k-state.edu/</u>
- Go to Employee Self Service.
- Click on Benefit Information.
- Click on Health Insurance Enrollment.
- You may need to re-enter your eID and password to login to the MAP portal.
- Once you are in the MAP Portal, click on Mid-Year Benefit Changes.
- Click on Start a New Request.



O Death of Spouse or Dependent

Remove Ineligible Dependent

I have read and agree to the User Agreement and Attestation

- Click on Remove Ineligible Dependent
- Click on "I have read and agree...".

State the Date of Event.

• Click **Continue**.

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- remove, keep in mind that the dependent must be in the system and actively covered under your benefits. If you believe a dependent is covered under
- your benefits, but is not shown in the list above,
- please contact SEHP at <u>SEHPMembership@ks.gov</u>

Select the reason for dependent(s) ineligibility.

Note: If you do not see the dependent you need to

Select the **dependent** you need to remove.

• Click Submit Request.



• Supporting documents are required to process this Mid-Year change. To upload documentation, navigate to the **Member and Family** tab.

Account Overview Member & Family Benetits Mid-Year Benetit Changes Enrollments & Events SEHP Vendors Forms Billing Documents Payment History Member & Family Information SEHP Vendors	Member Portal							Account Overview Logout		ogout	
Member & Family Beeretts Lind Year Benetit Changes Envollments & Events SEHP Vendos Parms Billing Documents Payment History Member & Family Information SEHP Vendos	Account Overview										
Member & Family Information SEPE Vendors	Member & Family	Benefits	Mid-Year Benefit Changes	Enrollments & Events	SEHP Vendors	Forms	Billing	Documents	Payment History		
	Member & Family Information Add and Edit Family Members				SEHP Vendors						

- Scroll to the bottom of the page.
- Click on **Browse** to locate and select the PDF document(s) on your device.
- Upload the document(s) by clicking on Upload Documents.

Document Upload Upload Documents to Attach to Your Membership Record	
Please click on the "Browse" button to select documents from your computer than can be securely uploaded to your member record. Please only upload documents as requested by the State Employee Health Plan.	Browse
Multiple Documents: If you need to upload several documents you can select and upload them all at the same time or individually.	Upload Documents
Only the following document types will be allowed. PDF, PNG, JPG, GIF, TIFF.	

Note: Depending on your situation, listed below is the documentation you will need to provide:

- For divorce, the first and last pages of the final divorce decree including court recorded date stamp and judge's signature.
- For grandchildren only, the court order for dependents who are not natural or adopted children of the primary member including Judge's signature and court date stamp.
- Log out of the Member Portal