



Congratulations on the Birth or Adoption of your Child.

You have 31 days from the date of birth or adoption, to enroll your child on your benefits.

To enroll your child, you will need to submit the following:

- A Completed Medical, Dental, Vision **Enrollment Form**.
- **Proof of Birth** or **Official Birth Certificate**. This can be a document from the hospital showing the date of birth, the name of the child, and the name of the employee/parent. You will need to submit the Official Birth Certificate within 60 days of birth. You can turn in the completed enrollment form and birth document without the Official Birth Certificate, within 31 days of birth.
- **Adoption Paperwork**, in the case of the adoption of a child.
- **Social Security Number** (SSN) for your child, within 60 days. You can turn in the completed enrollment form and proof of birth without the social security number. If the SSN is not received within the allotted time, the child can be removed from the coverage, back to the date of birth or adoption.

If the enrollment form and necessary documentation is not or received after the 31 days, you will have to wait until Open Enrollment, in October, to make changes or add your child to your benefits. Unless you have another Qualifying Life Event.

Some other items you may want to consider updating:

- Tax exemptions &/or Filing status—this can be updated on Oracle Self-Service, where you view your pay slip.
- Beneficiaries for your Life Insurance, Retirement (Pension & 401k), and Miscellaneous Payment.
- Adding your Child to your Voluntary Benefits, such as Life Insurance, Off-the Job Accident, Critical Illness, and Whole Life

Completed forms can be submitted to:

Mail: Bi-State Development
211 North Broadway
Suite 700, MS 125
St. Louis, MO 63102

Interoffice Mail: MS 125 Benefits

Fax: 314-335-3431

Email: Benefits@BiStateDev.org

If you have any questions, please call Benefits at 314-982-1400 x 3006