

- Step 1** Review the information on our [Family Status Change](#) page.
- Step 2** Review a list of Qualifying Events, please review the [Special Enrollment Event](#) page. For more information regarding the guidelines of TRS ActiveCare (medical), please visit [TRS ActiveCare Family Status Change Information](#) or our [Cafeteria Plan](#).
- Step 3** Each special enrollment or family status change event requires specific information. Please visit the [Documents Required](#) link in order to see what required documents need to be submitted to the Benefits Office.
- Step 4** All documents must be received by the Benefits Office within 30 days of qualifying event date. According to TRS ActiveCare guidelines, an employee cannot elect to drop coverage retroactively; A future cancellation date is required. (Medical Only)
- Step 5** Once received by the Benefits Office, the documentation will be reviewed. If the document(s) are incomplete, the employee will be notified by the Benefits Office to get the necessary information.
- Step 6** Remember, you have **30 days** from the qualifying event date to turn in all documentation required to complete this process. **According to TRS ActiveCare guidelines, an employee cannot elect to drop coverage retroactively; a future cancellation date is required. (Medical Only)** (For example, if your qualifying event date of loss of coverage was 12/31/2017, but the Benefits Office does not receive the required documentation until after 1/1/2018, this means your effective drop date will now be 2/1/2018, and you are subject for paying premiums for the month of January.)
- Step 7** Once you have reviewed the information provided, should you have additional questions, do not hesitate to contact Nila Williams, Benefits Clerk, in the Benefits Office.

***Although these are the basic steps for the FSC/Special Enrollment Event process, they are subject for change.**

Note: All documents can be emailed, faxed, intra-office mailed, or provided in person.