

Employee Responsibilities

The following is a list of your responsibilities as a participant in the Group Insurance Program:

- Notify the **MyBenefits Marketplace Service Center at MyBenefits.illinois.gov**, or by **calling 844-251-1777** immediately when life changes occur that may impact your eligibility or your dependent's eligibility. If you are unsure if an event could affect your Group Insurance coverage, we strongly urge you to contact your Group Insurance Representative and they will guide you. Life changing events include:
 - Birth/adoption of a child
 - Marriage or Civil Union Partnership
 - Divorce, legal separation, annulment or Dissolution of Civil Union Partnership
 - Death of a spouse or other dependent
 - Change in your, your spouse's or your dependent's employment status that affects eligibility under the plan
 - Your dependent is provided group insurance through their employer
 - Your dependent no longer meets the group insurance eligibility criteria
 - Your dependent becomes ineligible for other coverage
 - You gain or lose custody of a dependent (must be through a court order)
 - Your Public Aid or Medicare status changes

NOTE: When adding or dropping a dependent, proper documentation must accompany your request.

- Employees must notify your **Group Insurance Representative** immediately when you go on and return from a Leave of Absence.
- Notify your **Group Insurance Representative** immediately when you change your home address. However, if a dependent changes their address, the member must notify the **MyBenefits Marketplace Service Center at MyBenefits.illinois.gov** or by **calling 844-251-1777** immediately.
- Notify the **Medicare COB at 217-782-7007** immediately if you experience a change in your Medicare status, or if another insurance plan becomes primary payer.
- Monitor your payroll deductions and coverage elections to verify accuracy. Notify the **MyBenefits Marketplace Service Center by calling 844-251-1777** immediately if the deductions or elections are not correct. If not, you could lose money.

For further information concerning your benefits under the Group Insurance Program refer to the latest version of the State of Illinois Benefits Handbook (benefitschoice.il.gov or MyBenefits.illinois.gov), or call the **MyBenefits Marketplace Service Center at 844-251-1777**.