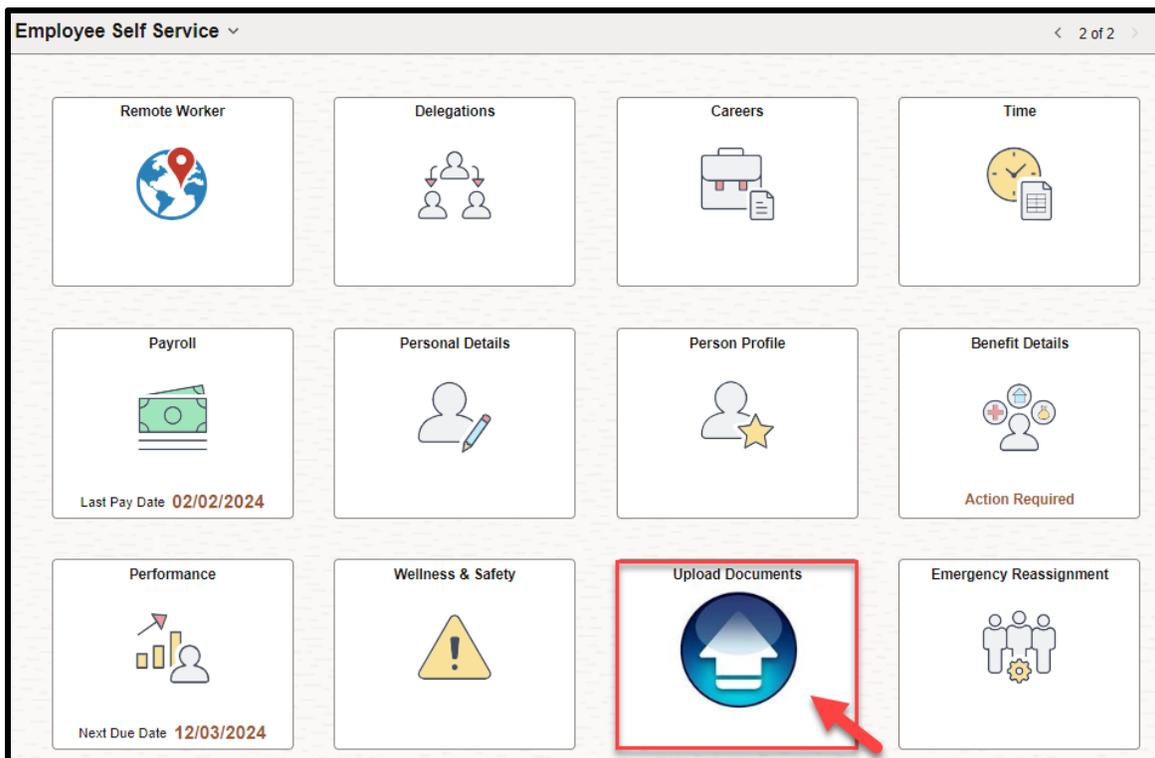# Submitting Qualifying Event/Hardship Form

The following Qualifying Events create a special enrollment period, allowing you to sign up for a new health plan or make changes to your existing coverage. Qualifying events require health benefits application.

- Termination of coverage for you and/or your dependents
- Dependents entry into the country
- Divorce
- Domestic Partnership
- Promotion
- Waiving coverage
- Change in standard hours *(Part-time to Full-time)*
- Moving out of health plan's service area *(Address must be updated in Employee Self Service)*

If an employee has no coverage, no dependents can be enrolled either

1. After successfully authenticating and logging into **Employee self service**, click on the ***Upload Supporting Documents*** tile.
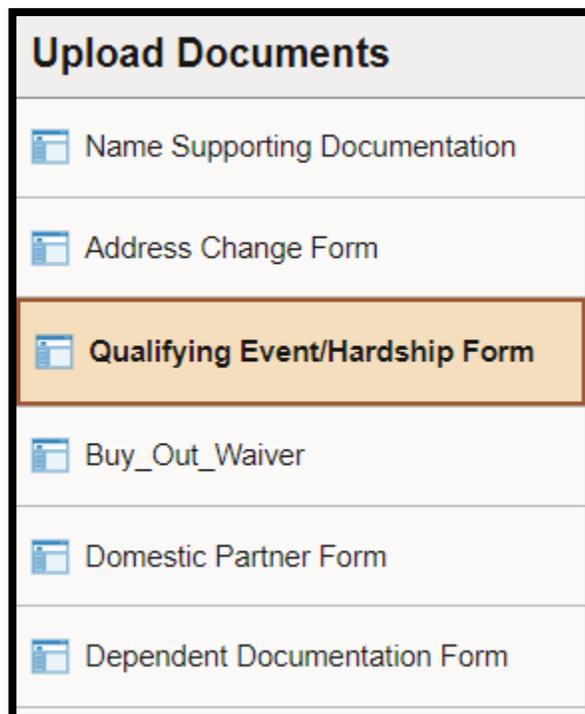
Submitting Qualifying Event/Hardship Form

2. Select the appropriate form for your event. *(Be sure your selection is highlighted)* **Qualifying Event/ Hardship Form**

The following documents are needed for adding dependents:
- Dependent(s) Birth certificate
- Marriage certificate
- Proof of cohabitation if married over a year. (*Example: utility bill, current bank statement, mortgage statement, tax return for current year or current lease, this to prove you and your spouse reside in the same household.*)

For divorce please submit the court documents the divorce creed. Upload clear photos or scanned copies, ensuring they meet file format and size requirements.
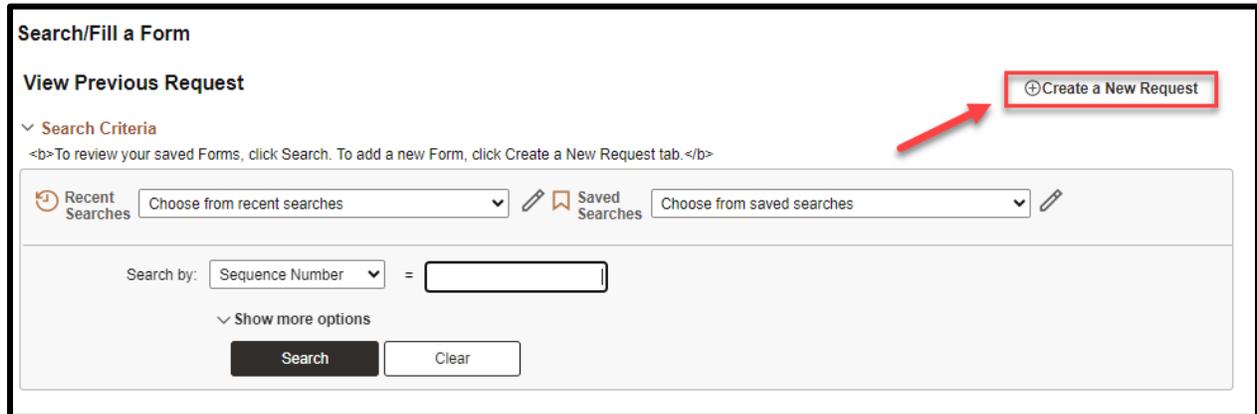
Upload Documents

- Name Supporting Documentation
- Address Change Form
- **Qualifying Event/Hardship Form**
- Buy_Out_Waiver
- Domestic Partner Form
- Dependent Documentation Form

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Submitting Qualifying Event/Hardship Form

3. Select the **Create a New Request** tab to create a new form.

Search/Fill a Form

View Previous Request   ⊕ Create a New Request

∨ Search Criteria
To review your saved Forms, click Search. To add a new Form, click Create a New Request tab.

🕘 Recent Searches | Choose from recent searches ⌄ | ✏   🔖 Saved Searches | Choose from saved searches ⌄ | ✏

Search by: | Sequence Number ⌄ | = | |

∨ Show more options

| Search | | Clear |

Submitting Qualifying Event/Hardship Form

4. This will take you to the **Form** tab.

- Answer the questions posed on the form and provide an explanation for your request. If the request is outside of your event time frame explain the cause of your delay.
- Click the *Save* button, then proceed to the Instructions tab.

Submitting Qualifying Event/Hardship Form

5. The **Instructions** tab will explain which supporting documents are acceptable, where to attach and how to submit your request.

Submitting Qualifying Event/Hardship Form

6. After you have read the instructions, select the **Attachments** tab.

Click the **Open** links to view and/or print the different blank forms. Complete these form(s) with the appropriate information, if applicable.

Submitting Qualifying Event/Hardship Form

7. Then scan any supporting documents and attach the electronic documents by clicking the **Attach** button.

8. You can add additional attachments by selecting the **+** button and delete them by selecting the **–** button.

Submitting Qualifying Event/Hardship Form

9. The File Attachment pop up appears. Click the *Choose File...* button to search for your document. After finding your document, click the *Upload* pushbutton to upload your document.
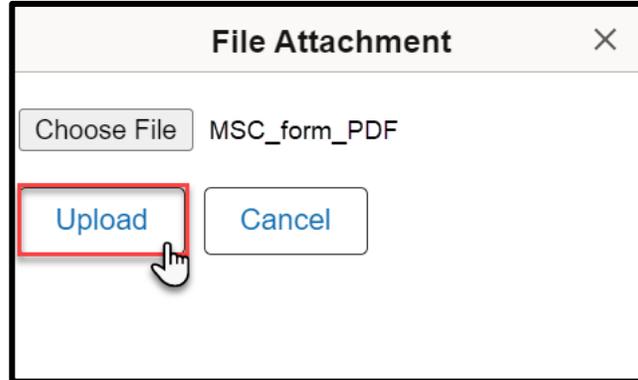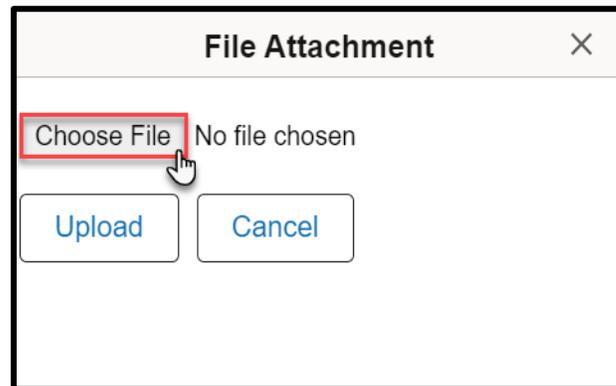
Submitting Qualifying Event/Hardship Form

10. After you have attached all files, go back to the **Form** tab. Click the Submit button at the bottom for your Form to be sent to HRSS Corporate Benefits for review.

Form	Instructions	Attachments

Seq Nbr 132339   **Qualifying Event/Hardship Form**

Please provide an explanation for your request in the "More Information" box; click the SAVE button and then proceed to the Instructions Tab.

Subject

Employee ID

Status   Initial

*Do you currently have health coverage through HHC?   Yes

*What is the effective date of your qualifying event?   02/29/2024

More Information

I would like to enroll in coverage due to loss of my Medicaid coverage effective date 1/1/2024. Please see attached documents.

Save	Submit

Form | Instructions | Attachments

Submitting Qualifying Event/Hardship Form

11. The following screen will appear that shows the status as Pending. Click the **OK** button at the bottom.
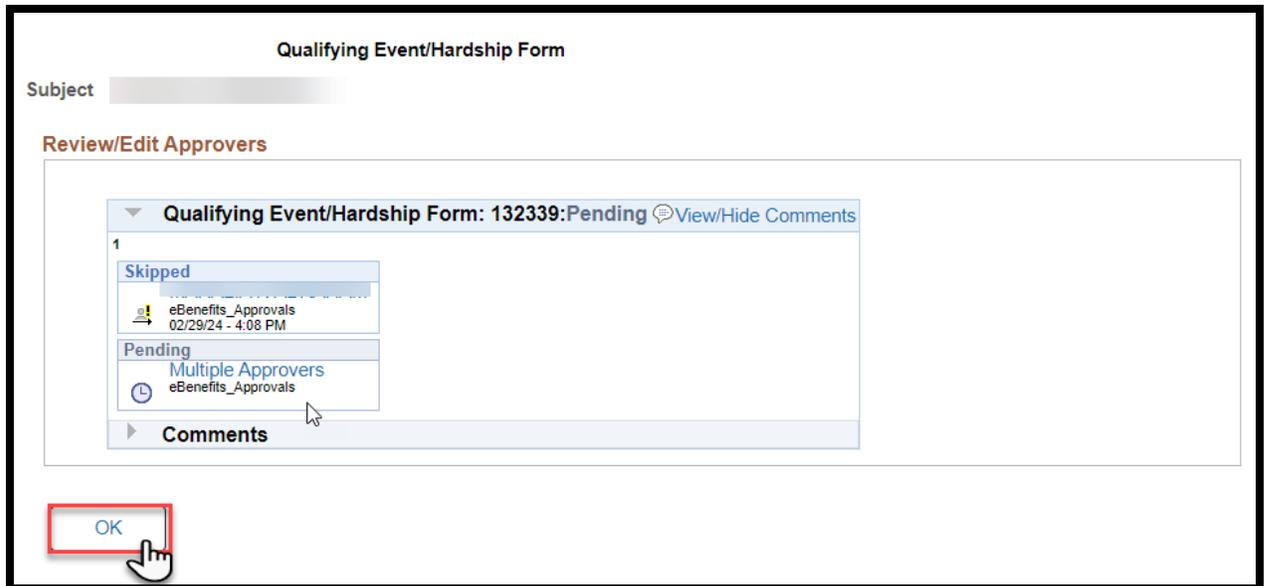
If you have any questions about your elections you can contact HRSS/NYC Heath + Hospitals Corporate Benefits by phone at (646) 458-5634 or by email at HHCBenefits@nychhc.org.