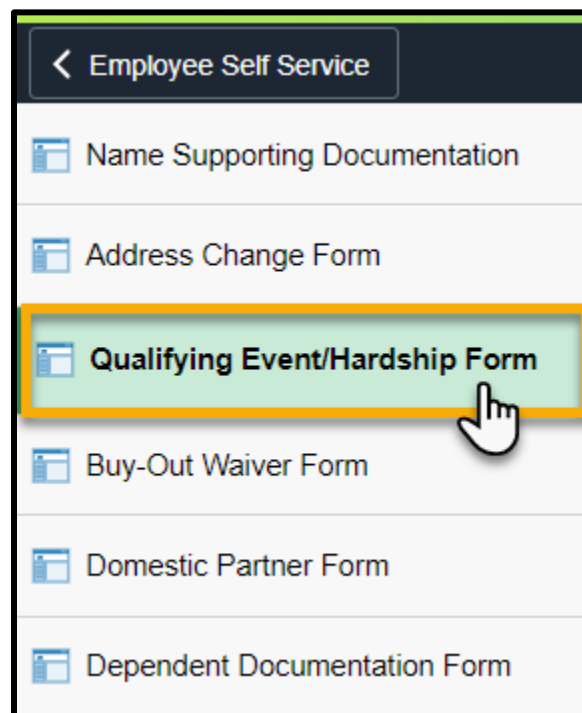


Submitting Qualifying Event/Hardship Form

1. After successfully authenticating and logging into **PeopleSoft HR**, click on the *Upload Supporting Documents* tile.

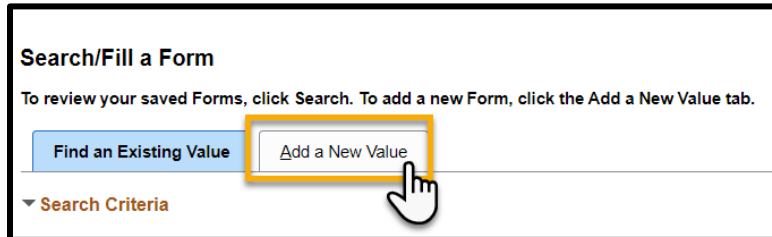


2. Select the appropriate form for your event. *(Be sure your selection is highlighted)*



Submitting Qualifying Event/Hardship Form

3. Select the **Add a New Value** tab to create a new form.



Search/Fill a Form

To review your saved Forms, click Search. To add a new Form, click the Add a New Value tab.

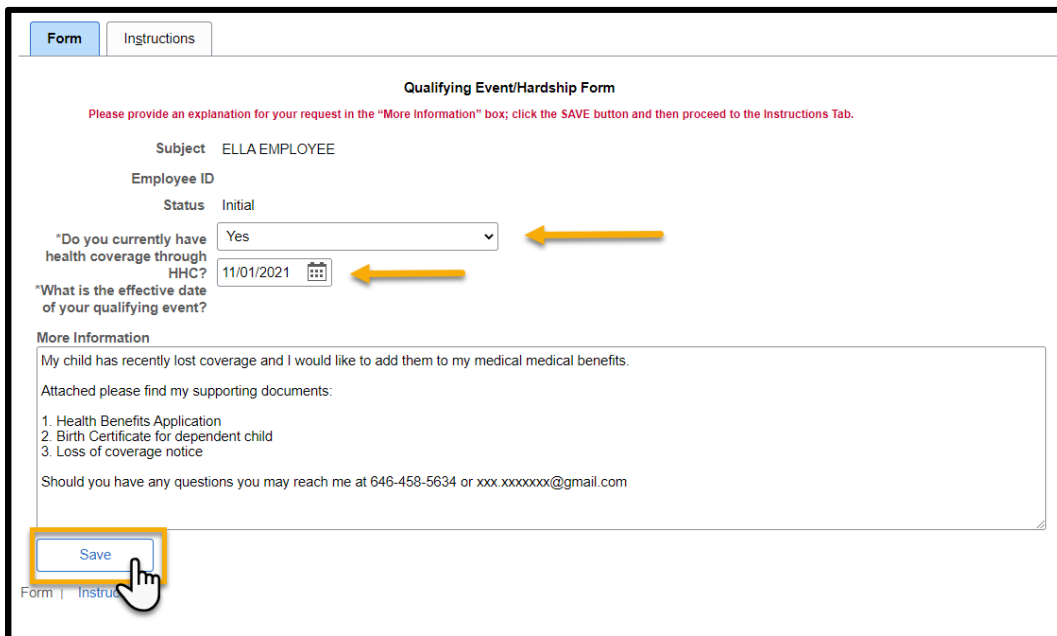
[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

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

You will then **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.

4. Click the **Save** button, then proceed to the **Instructions** tab.



Form | Instructions

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 ELLA EMPLOYEE

Employee ID

Status Initial

*Do you currently have health coverage through HHC? Yes

*What is the effective date of your qualifying event? 11/01/2021

More Information

My child has recently lost coverage and I would like to add them to my medical medical benefits.

Attached please find my supporting documents:

1. Health Benefits Application
2. Birth Certificate for dependent child
3. Loss of coverage notice

Should you have any questions you may reach me at 646-458-5634 or xxx.xxxxxx@gmail.com

Save

Form | Instru

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.

New Window

Form | **Instructions** | Attachments

Qualifying Event/Hardship Form

Please use this form to request changes to your health coverage for events such as Loss of Coverage, Divorce, Domestic Partner Changes, or other Qualifying Hardship events.

- Complete and attach a **Health Benefits Application** on the Attachments tab. Please include all dependents that you wish to cover, not only new additions. This form can be viewed in a new window when clicking the **Open** link and then printed.
- If adding dependents for the first time, supporting documentation for these dependents should also be submitted.
- Appropriate documentation of marital status or dependent child relationship is required. This documentation may consist of:
 - Marriage or Birth Certificate
 - Adoption or Guardianship papers
 - Copies of Tax Returns indicating a step-child is claimed as a dependent
 - For a complete list of required documentation, please go to the Attachments tab and click the **Open** link for the **New Documentation Requirements**.
- If your qualifying event is a Divorce, please attach a copy of the Divorce Decree. If your qualifying event is a Domestic Partner Change, please review the document "Domestic Partner Enrollment" located on the Attachments tab.
- If adding a dependent who was dropped during the Dependent Eligibility Verification Audit, please submit the equivalent supporting documentation that was required during the audit, this could include:
 - Federal Tax Return within the last two years listing your spouse (Please only send the first page of your Federal Tax Return and block out all Social Security numbers and monetary amounts)
 - Proof of Joint Ownership issued within the last six months
- Please provide the appropriate documentation, click the **Attach** button to submit a scanned copy on the Attachments tab.
- After attaching all required documents on the Attachments tab, return to the Form tab and click **Submit**.**

For instructions on how to scan and upload documentation, please read the **How to guide on the ESS website: <http://ess.nychhc.org>**

Form | **Instructions** | Attachments

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

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

New Window | Personalize Page

Form | Instructions | **Attachments**

Seq Nbr 100411 **Qualifying Event/Hardship Form**
Subject ELLA EMPLOYEE

After attaching all required documents, please return to the Form tab and click **Submit** to finish submitting your supporting documentation.

Download Templates

Description	Attached File*	Open
1 Domestic Partner Enrollment	Domestic_Partner_Enrollment_Information.pdf	Open
2 New Documentation Requirements	New_Documentation_Requirements.pdf	Open
3 Summary Program Description	SPF_Updated.pdf	Open
4 Health Benefits Application	health-benefits-application	Open

Upload your attachments

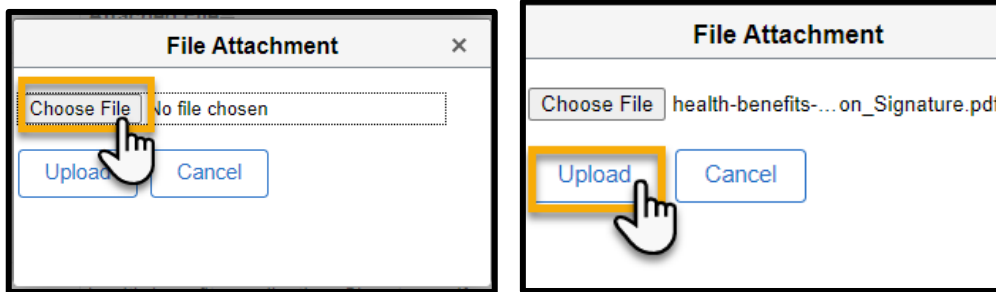
Description	Attached File	Attach	Open	+	-
1 Ella Employee Application	health-benefits-application_Signature.pdf	Attach	Open	+	-
2 Birth Certificate for child	Supporting_Document.pdf	Attach	Open	+	-
3 Loss of coverage notice	Supporting_Document.pdf	Attach	Open	+	-

Form | Instructions | **Attachments**

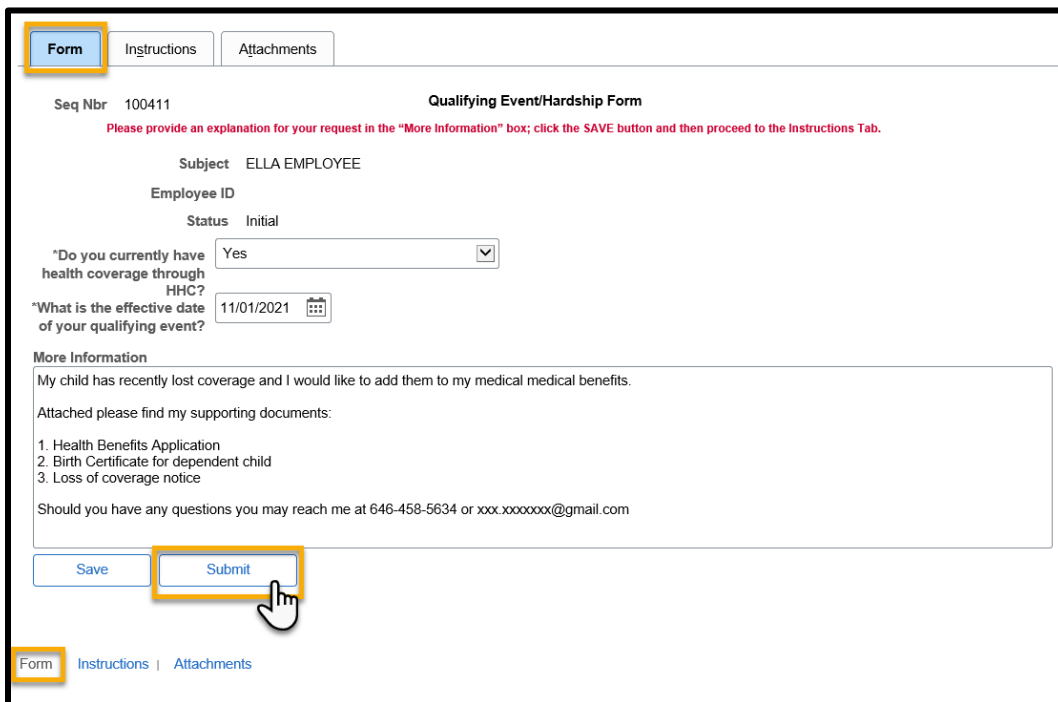
Annotations:
 - Green arrow: View and/or Print Forms (points to 'Open' in Download Templates)
 - Yellow arrow: Click "Attach" to begin attaching documents (points to 'Attach' in Upload your attachments)
 - Green arrow: Add another attachment (points to '+' in Upload your attachments)
 - Green arrow: Delete an attachment (points to '-' in Upload your attachments)
 - Green arrow: Open attachment (points to 'Open' in Upload your attachments)

Submitting Qualifying Event/Hardship Form

7. 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.

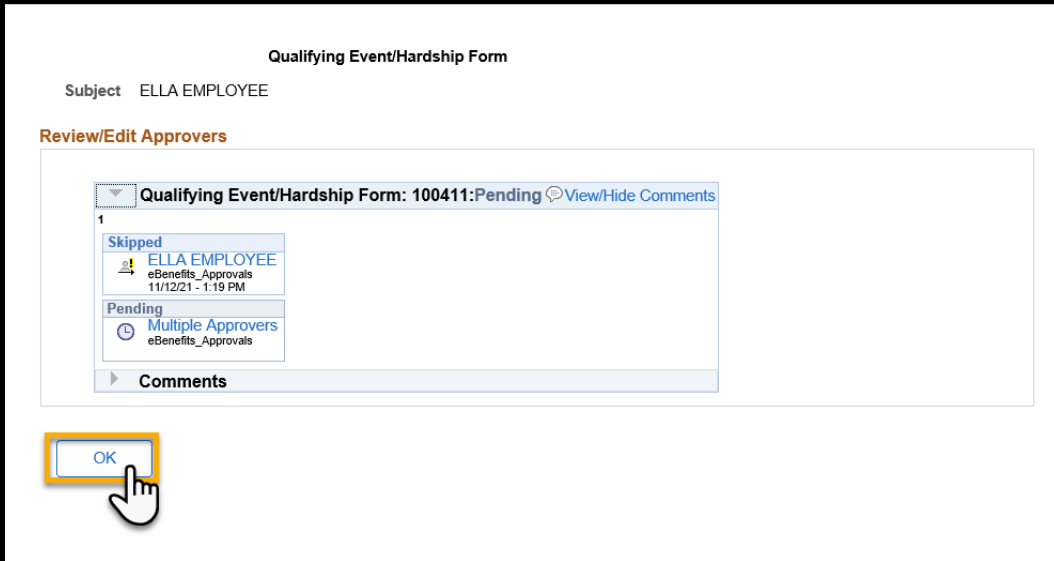


8. After you have attached all files, go back to the Form tab. Click the Submit button at the bottom for your Form to be sent to HRSS/HHC Corporate Benefits for review.



Submitting Qualifying Event/Hardship Form

9. The following screen will appear that shows the status as Pending. Click the **OK** button at the bottom.



The screenshot displays a web interface for a "Qualifying Event/Hardship Form". At the top, the title "Qualifying Event/Hardship Form" is centered. Below it, the subject is listed as "ELLA EMPLOYEE". A section titled "Review/Edit Approvers" contains a table with one entry. The entry title is "Qualifying Event/Hardship Form: 100411:Pending" with a "View/Hide Comments" link. The entry details show a status of "Skipped" for "ELLA EMPLOYEE" on "11/12/21 - 1:19 PM" under the "eBenefits_Approvals" category. Below this, a "Pending" status is shown with a "Multiple Approvers" label and a clock icon. A "Comments" section is visible at the bottom of the entry. In the bottom left corner of the screenshot, an "OK" button is highlighted with a yellow border, and a hand cursor is pointing at it.

If you have any questions about your elections you can contact HRSS/NYC Health + Hospitals Corporate Benefits by phone at (646) 458-5634 or by email at HHCBenefits@nychhc.org.