It’s a Girl/Boy!

Do you have a new addition to your household? The following is a list of benefit-related tasks that you might need to tend to given the increase in the size of your family.

**To add your new child to your health insurance:**
Within sixty (60) day of the date of your new child’s date of birth or formal adoption, you must provide a copy of your new child’s birth certificate and complete a GIC Form 1. To complete the Form 1, you’ll also need your child’s birthdate and social security number. If the child has joined the family through adoption, a copy of the adoption placement letter must also be provided. If you miss the 60-day window of time, you will need to wait until the annual open enrollment period.

**If you want to add your child to your dental plan (NUP or MCC):**
You may obtain a BHE Dental Enrollment/Change form from Human Resources to add dependents to your plan.

**If you want to add your child to your dental/vision plan (AFSCME):**
You should log into the MA Public Employees’ Fund website at [www.mpefund.org](http://www.mpefund.org) and download an “Add Eligible Dependents” form available under the “Brochures and Form” menu link.

**If you want to add your child to your Basic Life insurance and/or Optional Life insurance beneficiaries:**
You can obtain a GIC Life Insurance Beneficiary Designation form from Human Resources. To complete the beneficiary change form, you’ll need your child’s birthdate and social security number. There is no deadline on changing beneficiaries. This task can be done at any point.

**If you want to add your child to your State Retirement beneficiaries:**
You can obtain a State Retirement Board Beneficiary Designation/Change form from Human Resources. To complete the beneficiary change form, you’ll need your child’s birthdate and social security number. As with changing your life insurance beneficiaries, there is no deadline on this task.

**If you are a member of the Optional Retirement Program instead of the pension plan and you want to change your beneficiaries for the life insurance included with that program:**
You can obtain a Beneficiary Designation/Change form from Human Resources.

**Are your federal and state income tax withholding allowances still correct with the increase in your family size:**
If you want to review your current federal and state withholding allowance numbers and, if necessary, change them, you can speak to someone in Human Resources and obtain a new W-4 form for changing your Federal withholding and, if necessary, a form specific for your MA State tax withholding if it’ll differ from the Federal.