

Instructions for Adding an Adult Child to Your Health Insurance Policy

You may add a dependent child to your insurance during the annual open enrollment period. They also may be added if there is a qualifying event (see <http://www.uiowa.edu/hr/benefits/changes.html>). Once enrolled, you may not cancel their coverage until the next open enrollment period or qualifying event.

Adding an adult child during Open Enrollment:

Contact the Benefits Office by email at benefits@uiowa.edu, or by phone (319) 335-2676 or (877) 830-4001 toll free. You will be sent the form necessary form to add the child to your health insurance.

After adding your child, you will be sent a form relating to the child's eligibility status. Information required will include: tax-dependent status, student status, marital status, and whether they reside in the state of Iowa. This form must be completed and returned to the University Benefits Office.

Please note: Adult children may only be added to your dental coverage during an annual open enrollment period for dental insurance. They may not be added due to a qualifying event.

Adding an adult child due to a qualifying event:

Contact the Benefits Office by email at benefits@uiowa.edu, or by phone (319) 335-2676 or (877) 830-4001 toll free. You will be sent a form to add the child to your health insurance.

After adding your child, you will be sent a form relating to the child's eligibility status. Information required will include: tax-dependent status, student status, marital status, and whether they reside in the state of Iowa. This form must be completed and returned to the University Benefits Office.

Please note: Adult children may only be added to your dental coverage during an annual open enrollment period for dental insurance. They may not be added due to a qualifying event.

You will be sent a form annually in December requesting necessary information regarding the adult child's coverage eligibility. Information required will include tax dependent status, student status, marital status, and whether they reside in the state of Iowa. This form must be returned to the University Benefits Office. If the form is not returned, taxable income will be added to your paycheck.
