

# Making Changes to Your Benefits

---

The Total Health Benefits Program is a flexible benefits plan regulated by federal laws that restrict when you may change your benefit elections. According to these laws, you may request a benefit change during the year only if you have a qualified status change (event) that affects your eligibility or coverage.

## Steps to Change Your Benefits

- 1 Learn enrollment details about your qualifying event below
- 2 Make or change your benefit elections online within 31 days of event
- 3 Submit any required supporting documentation within 31 days of event

### Questions?

Contact THR Benefits Support at  
THRBenefitsSupport@texashealth.org  
or 1-877-MyTHRLink, option 9

---

<b>Event:</b>	Birth
<b>Event definition:</b>	You or your spouse has a baby.
<b>Election deadline:</b>	You must make your <a href="#">elections online</a> within 31 days of the event date.
<b>How to make elections:</b>	Log on to <a href="http://www.MyTHR.org">www.MyTHR.org</a> . Select the <b>Benefits</b> tile. Click the <b>Life Change Event</b> section on the left and select “I had a baby”. Then, make your <a href="#">applicable benefit changes</a> .
<b>Required documentation:</b>	Birth certificate or verification of birth facts and documentation to verify any other newly added dependents. Social security numbers must be provided within six months.
<b>Deadline to submit documentation:</b>	You must submit documentation within 31 days of the event date.
<b>Where to submit documentation:</b>	You will need to complete a documentation cover sheet located <a href="#">here</a> . You can scan and email the cover sheet and supporting documentation to <a href="mailto:THRBenefitsSupport@texashealth.org">THRBenefitsSupport@texashealth.org</a> .
<b>Effective Date:</b>	The effective date of coverage will be the child’s date of birth.

---

## WHEN YOUR EFFECTIVE DATE MAY BE DIFFERENT THAN ABOVE

- If you have not met the initial one month waiting period, your effective date will be the first of the pay period following one month of service in a benefits eligible position.