

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

Event:	Guardianship or legal custody
Event definition:	A court has named you as legal guardian or managing parent conservator of a child.
Election deadline:	You must make your elections online within 31 days of event date.
How to make elections:	Log on to www.MyTHR.org . Select the Benefits tile. Click the Life Change Event section on the left and select "I gained custody/guardianship of a child". Then, make your applicable benefit changes.
Required documentation:	Copy of entire court order that is signed and dated by a judge.
Where to submit documentation:	You will need to complete a documentation cover sheet located here . You can scan and email the cover sheet and supporting documentation to THRBenefitsSupport@texashealth.org .
Effective Date:	The coverage is effective the pay period begin date following elections being made online and submission of supporting documentation.

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.