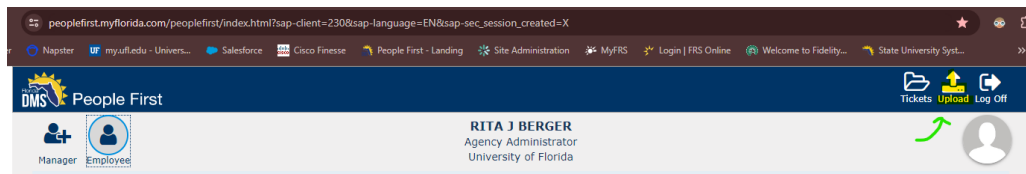


A Loss of Coverage Qualifying Status Change (QSC) must be reported to the state **before the start of the month that you need your new state coverage.**

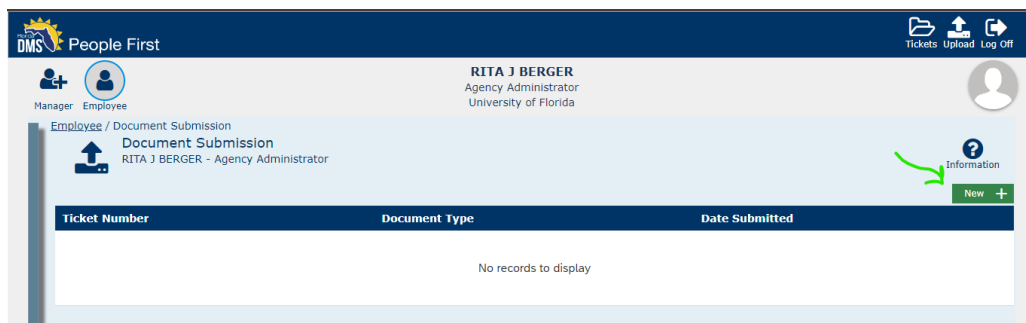
While you are eligible to make changes up to 60 days from the event, the state does **not** backdate requests. Contacting People First in advance is crucial.

Here are the steps for requesting the QSC:

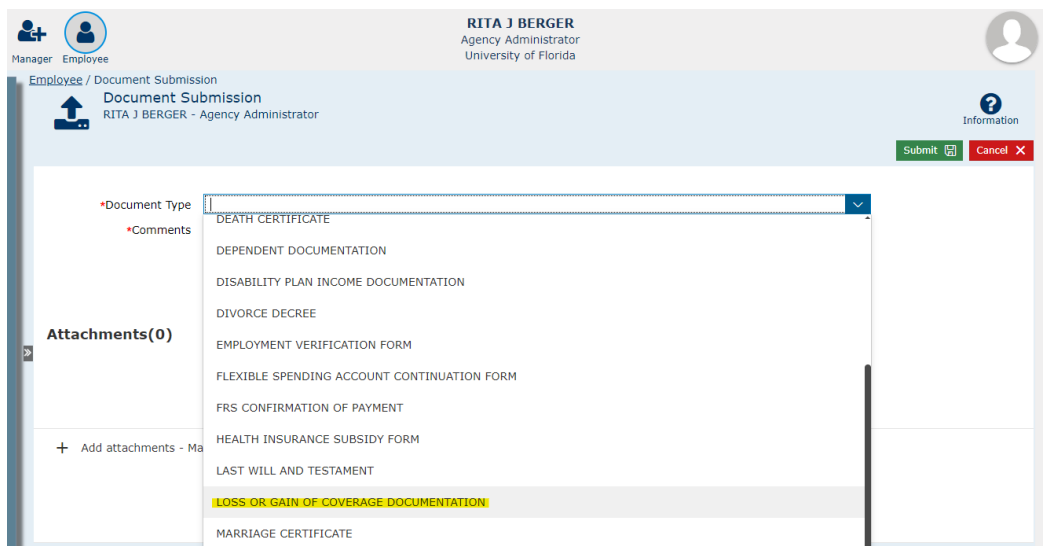
- Log in to your [People First account](#). Your People First ID is available in myUFL at:
 - Menu > My Self Service > Benefits > PFID & Beneficiary Info
- Select "Upload" in the top right corner of the screen:



- Click "New"



- In the drop-down menu, select "Loss or Gain of Coverage Documentation"



- In the “Comments” box, summarize what you're submitting and your situation, including what coverage you’re looking for (Ex: enrolling family in health plan due to loss of coverage through spouse’s employer effective DATE).
- Attach your documentation for loss of coverage with the date through "+ Add attachments." It will need to show the name of everyone who lost coverage as well as the end date for the coverage.
- Attach dependent verification documents if needed:
 - For spouse:
 - Marriage certificate if married less than one year.
 - Most recent joint tax transcript if married longer than one year.
 - For child:
 - Birth certificate or official adoption record.

Manager Employee

RITA J BERGER
Agency Administrator
University of Florida

Employee / Document Submission

Document Submission
RITA J BERGER - Agency Administrator

Information

Submit Cancel

*Document Type: LOSS OR GAIN OF COVERAGE DOCUMENTATION

Comments
New UF employee needing a QSC event opened so health coverage can backdate to the loss of previous coverage rather than starting at the usual new hire timeline (hire date 1/1/2024).
75 characters remaining

Attachments(0)
No files attached

+ Add attachments - Max. File size is 10MB

- Click "Submit."

People First will respond to your ticket within 5 business days. If you would like to check the status of your ticket, call the People First Service Center at 866-663-4735. Keep your login ID and ticket number on hand for the call.