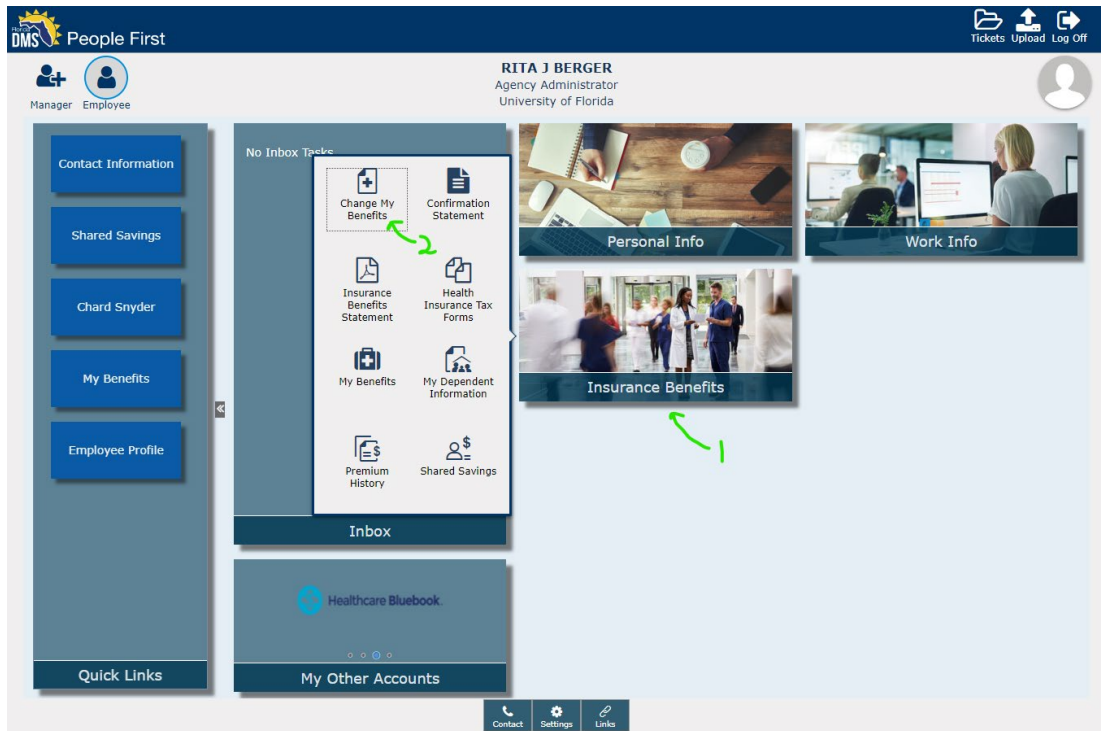


Here are the steps for requesting a Qualifying Status Change (QSC) for birth/adoption of a child:

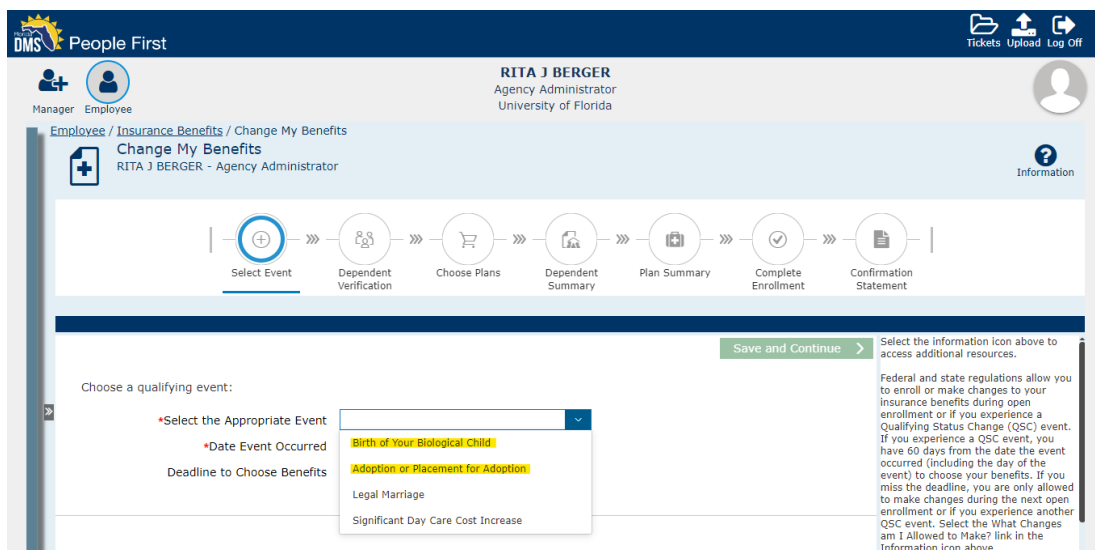
- Log in to your [People First account](#). Your People First ID is available in myUFL at:
  - Menu > My Self Service > Benefits > PFID & Beneficiary Info

**Add your new dependent and plan elections through a QSC enrollment portal:**

- In your account, click “Insurance Benefits – Change My Benefits”



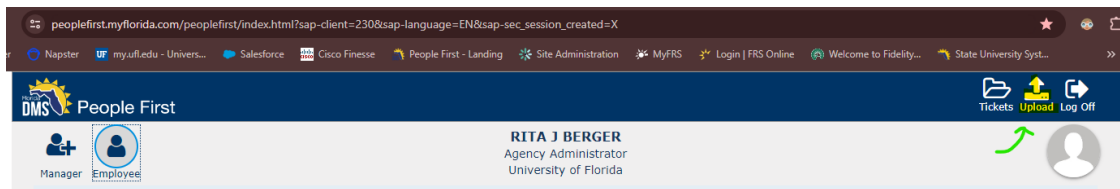
- Choose either “Birth of Your Biological Child” or “Adoption” as appropriate.



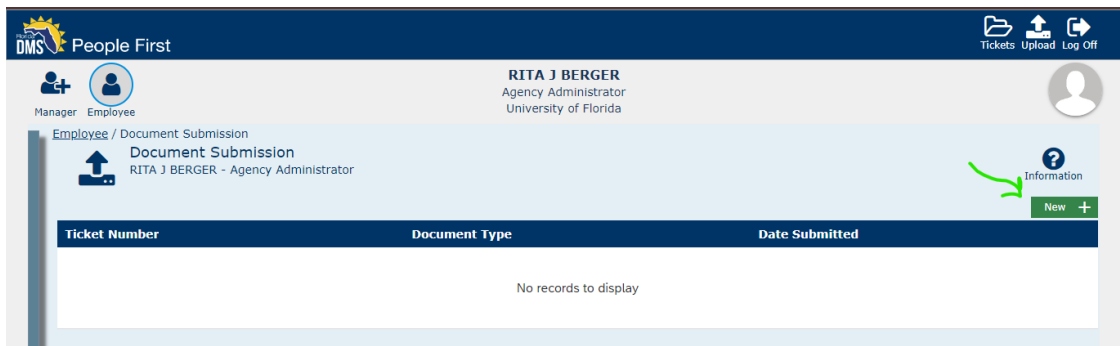
- Add your new dependent and update your plan elections through the portal.
  - The portal automatically populates the available options for your New Child QSC.
  - Some existing plans will have modification options; some plans have new enrollment opportunities, like the [Dependent Care Flexible Spending Account \(FSA\)](#).
- Save your confirmation statement and note the start date for the new coverage, which should correlate to the birth or adoption date of your child.

### Add your supporting documentation:

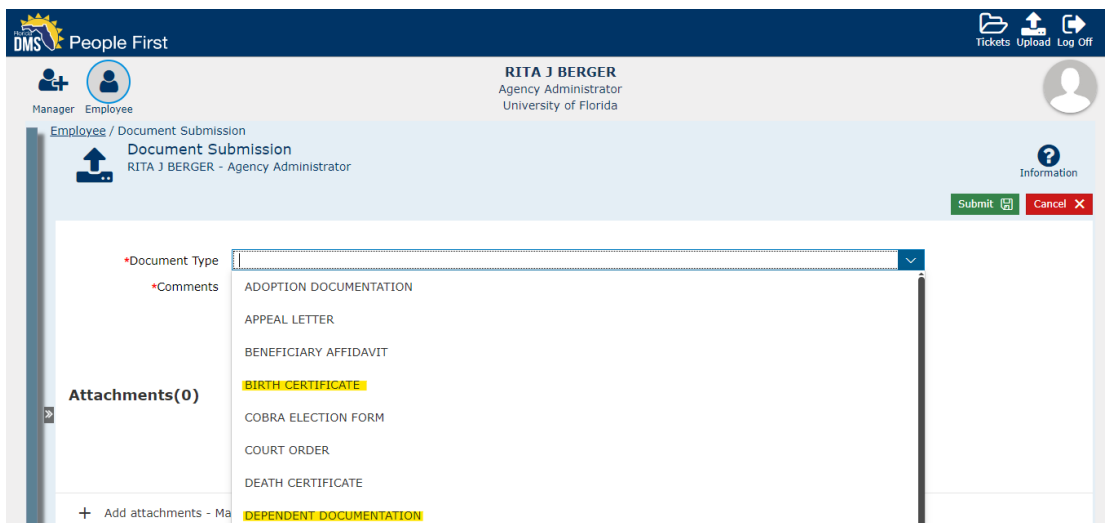
- Select "Upload" in the top right corner of the screen:



- Click "New"



- In the drop-down menu, select "Birth Certificate" or "Dependent Documentation"



- Add a comment in the required box giving a summary of what you're submitting and your situation, including what coverage you're looking for (Ex: adding new child as dependent and enrolling them in plans, birth/adoption date DATE).
- Attach dependent verification documents if needed (birth certificate or official adoption record).

The screenshot shows the 'Document Submission' form in the People First DMS. The header includes the 'People First' logo and navigation links for 'Tickets', 'Upload', and 'Log Off'. The user is identified as 'RITA J BERGER', an 'Agency Administrator' at the 'University of Florida'. The form is titled 'Document Submission' and is for 'RITA J BERGER - Agency Administrator'. It features a 'Document Type' dropdown menu set to 'BIRTH CERTIFICATE' and a 'Comments' text area containing the text 'Adding new child as dependent and enrolling them in plans, birth/adoption date DATE.' Below the comments, it indicates '172 characters remaining'. There is an 'Attachments(0)' section showing 'No files attached'. At the bottom, there is a link to 'Add attachments - Max. File size is 10MB'. On the right side of the form, there are 'Submit' and 'Cancel' buttons, along with an 'Information' icon.

- 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.

Because birth/adoption QSCs are retroactive to the child's birth or adoption date, **you may owe catch-up premiums** unless your plan already includes coverage for children. These will be arranged for you automatically by payroll deduction, but if you have any concerns or are enrolling near the end of your 60-day eligibility window, please contact [benefits@ufl.edu](mailto:benefits@ufl.edu) for guidance.