

Dependent Coverage - Adding a Newborn, Adopted Child, or New Spouse

1. How do I add a Newborn, Adopted Child, or New Spouse to my PEEHIP Coverage?

You can add your new baby, adopted child, or new spouse as a dependent on your insurance coverage but it must be done **within 45 days of the applicable event**. You can use **Member Online Services** to easily add your dependent to your PEEHIP coverage. Go to [Member Online Services](#). Once you log in, click the “Enroll or Change PEEHIP Coverage” link, then select the Qualifying Life Event (QLE) option, and follow the onscreen prompts until you receive a Confirmation page confirming that your changes were successfully saved and submitted to PEEHIP.

Or, you can complete the [HEALTH INSURANCE AND OPTIONAL STATUS CHANGE](#) form and **mail it to PEEHIP**. Your new dependent’s coverage will **remain in “pending” status until** PEEHIP receives a copy of the applicable documentation from you and approves the coverage. The documentation needed is as follows: **birth certificate, legal adoption papers, or marriage certificate**.

2. I do not have my newborn’s Social Security number yet. Can I still add my newborn as a dependent on my insurance coverage without it?

Yes, if the newborn is less than **60 days of age**. When using the **online** system to add your newborn to your plan, leave the Social Security number field blank if you do not know his or her Social Security number.

When using the [HEALTH INSURANCE AND OPTIONAL STATUS CHANGE](#) form to add your newborn to your plan, write “applied for” in the Social Security number field. Once you receive your newborn’s Social Security number, mail a copy of the Social Security card to the PEEHIP office **or** mail in the [HEALTH INSURANCE AND OPTIONAL STATUS CHANGE](#) form with the newborn’s Social Security number on the form.

3. I am now married and I notified PEEHIP of my new marital status. Will PEEHIP automatically add my new spouse as a dependent on my PEEHIP coverage?

No. Updating your marital status to married will **NOT** automatically add your new spouse to your PEEHIP policy. If you wish to add your new spouse as a dependent on your insurance coverage, you must do so **within 45 days from your date of marriage**.

4. My daughter just had a baby and I need to add her baby to my insurance. Can I do this?

If your daughter resides in your household and you do not plan on adopting your daughter’s child, the child is not an eligible dependent. If your daughter does not live in your household, you would need to have permanent legal custody of your daughter’s child or adopt the child to add the child as a dependent on your PEEHIP policy.