

# Benefit Considerations related to Life Events

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## **Birth & Adoption**

Congratulations on your new arrival. For your convenience we have assembled important information to consider.

## **Enrollment Changes**

You have 31 days from the birth/adoption date to make changes to your benefit enrollments. If you wish to add family coverage to your health &/or dental insurance, fill out the [Wellmark Enrollment/Change Form](#) on the County website under Human Resources> Employee Resources> Employee Forms>Benefit Forms. If you currently have family coverage and wish to add your child as a dependent, fill out the [Add a Dependent Form](#) under the same webpage. Return these forms to the HR office within 31 days of the birth/adoption. Coverage is effective the date of birth/adoption.

## **Beneficiaries**

It is important you update your beneficiary designations for your Reliance Standard Financial Group Life & AD&D coverage's. It is recommended you also update your IPERS beneficiaries. Both of the [change forms](#) can be found online under Human Resources> Employee Resources> Employee Forms>Benefit Forms. Please return the forms to the HR office.

## **Life Insurance**

You may also add dependent voluntary life insurance through Reliance Standard Life Insurance Company. The Voluntary Dependent Child Benefit isn't available until your child is at least six months old and is only available for a total of \$10,000 coverage. If you already have this coverage, there is no need to enroll again. Initial enrollment will cover all your children ages six months to 19 years (to age 26 if full-time student). If you wish to enroll in this, you must fill out the [Reliance Standard Supplemental Life &/or AD&D form Enrollment form](#) found online under Human Resources>Employee Resources> Employee Forms>Benefit Forms. This will also need to be returned to the HR office.

## **Taxes**

You may also consider updating your Federal and/or state tax withholdings to account for additional dependent(s). These [W-4s](#) can be located online under Human Resources>Employee Resources> Employee Forms>Payroll Forms.

## **Other Considerations**

Dallas County provides designated nursing rooms to accommodate nursing mothers, see department head for room arrangements in your building.

Please remember that the Employee & Family Resources Employee Assistance Program is a free and confidential service available to all employees and their immediate family members with assistance in life coaching, financial and legal consultation, and grief counseling. [Additional information](#) can be found online under the Staff Intranet> HR Forms & Info> EAP information. Call toll-free (800) 327-4692 or visit [efr.org](#).

Please contact HR at (515) 993-6800 or [dcpersonnel@dallascountyiowa.gov](mailto:dcpersonnel@dallascountyiowa.gov) if you have additional questions or would like further assistance with this process.

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