

HOW TO PROCESS A QUALIFIED LIFE EVENT

PRESENTED BY YOUR LISD BENEFITS TEAM!

SUBMITTING YOUR QLE

IMPORTANT!
Changes must be requested within 30 days from the date the life event occurs. No exceptions!



STEP 1

Contact the Benefits Dept. to initiate the life event request. Changes must be requested within 30 days from the date the life event occurs.

Email: BenefitsDept@leanderisd.org
Phone: 512-570-0137



STEP 2

Provide proof of your life event by submitting proper documentation to the Benefits Dept. within 30 days from the date the life event occurs. If you are adding a dependent for the first time, you will need additional documents.

Email: BenefitsDept@leanderisd.org
Phone: 512-570-0137



STEP 4

Wait for confirmation from benefits that your change has been made! Please be sure to research the cost impact of your QLE.



STEP 3

Indicate the benefit update needed upon submitting your documentation.

Example: "Adding spouse to LISD medical, dental etc."

- Got married
- Got divorced
- Lost coverage
- Gained other coverage
- Had a baby or adopted
- Aged off parent's plan



QUALIFIED LIFE EVENTS