

Employees Experiencing a Qualifying Event

An employee has thirty days from a qualifying event to notify the Benefits Administrator of the event and go to ESS and make elections.

Coverage is effective the day of the qualifying event so there is no gap in coverage. The employee **MUST** go to [Employee Self Service](#) to make their elections and submit all necessary enrollment forms and documentation to cover any newly enrolled dependents. Enrollment changes cannot be processed until the forms are received. If the employee is losing coverage they must also submit a loss of coverage letter from the employer or the COBRA letter from the insurer. All documentation can be submitted via first class mail, interoffice mail, hand delivered or faxed to the Benefits Administrator Town of East Longmeadow - 60 Center Square – East Longmeadow, MA 01028; ph (413) 525-5400 X 1107; fax (413) 525-1137.