



MANCHESTER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT NO. 37
195 McGregor Street, Suite 201
Manchester, NH 03102
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Benefit Information – Qualifying Life Events

Medical and Dental Insurance*:

You may only make changes to your medical and dental insurance during annual open enrollment or within 30 days of a qualifying life event.

Flexible Spending Account*:

As with medical and dental insurance you may only make changes to your flexible spending account during annual open enrollment or within 30 days of a qualifying life event.

Qualifying Life Events:

- Change in Martial Status
- Birth or Adoption of a Child
- Change in your spouse's employment status or benefits
- Loss of Coverage

*It is your responsibility to notify the Benefits Coordinator within 30 days of a qualifying life event. If you do contact the Benefits Office within 30 days you will need to wait until annual open enrollment in order to make changes to your benefits. You may contact the benefits coordinator at hrbenefits@mansd.org

Important Information Regarding Medical and Dental Insurance

- **Spouses:** You are required to provide the following information in order to cover your spouse on your insurance.
 - Date of Birth
 - Social Security Number
 - Copy of Marriage Certificate
- **Dependent Children:** You are required to provide the following information in order to cover your dependent children on your insurance.
 - Date of Birth
 - Social Security Number
 - Copy of Birth Certificate (or other proof of dependent relationship if adopted or have legal guardianship)

It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin or sexual orientation for employment in, or operation and administration of any program or activity in the Manchester School District. The Title IX Coordinator is Pamela Hogan; the 504 Coordinator is Christine D. Martin, Ed.D. Please see above for contact information.