

Flexible Benefits Program

SHBP does not provide Flexible Benefits (e.g., dental, vision). If you are eligible to make flexible benefit elections through your Employer, please contact your HR Department, or the Flexible Benefits Program administered by the Department of Administrative Services (DOAS) by visiting GABreeze.ga.gov or call 877-342-7339.

Making Changes During the Plan Year When You Experience a Qualifying Event (QE)

Consider your benefit needs carefully and make the appropriate selection. The election made during 2025 Open Enrollment (OE) will be the coverage you have for the entire 2026 Plan Year, unless you have a Qualifying Event (QE) that allows a change in your coverage. Since you are limited to 31 days (90 days for births and adoptions) after experiencing a qualifying life event to declare it and cannot declare future-effective dated events, when you have an upcoming, future-effective

dated event you can go onto the Enrollment Portal and declare the Future Effective Dated Qualifying Life Change Reminder event. Declaring this event will trigger an email to remind you to declare your life event after it occurs. For a complete description of QEs, see the Eligibility & Enrollment Provisions document available online at shbp.georgia.gov.

You may also contact SHBP Member Services for assistance at 800-610-1863.

QEs include, but are not limited to:

- Birth, adoption of a child, or child due to legal guardianship
- Death of a currently enrolled spouse or enrolled child
- Your spouse's or eligible dependent's loss of eligibility for other group health coverage
- Marriage or divorce
- Medicare eligibility
- Loss of Medicaid eligibility (excluding voluntary discontinuation of coverage/ non-compliance/ failure to make payment)

How to Declare a Qualifying Event

To declare a Qualifying Event, you must log on to the SHBP Enrollment Portal at mySHBPga.adp.com or contact SHBP Member Services at 800-610-1863.

Note: You can declare a Qualifying Event (QE) in the SHBP Enrollment Portal on the day of, but no earlier than, the date on which the event actually occurs. For example, if your spouse loses his/her coverage with his/her current employer on November 30, 2025, you cannot declare the QE in the Enrollment Portal until November 30, 2025 (i.e., date of the event). If you do not declare the QE in the Enrollment Portal within 31 days of November 30, 2025 (i.e., date of the event), you will not be able to make your QE in the Enrollment Portal on

Eligible Dependents*

The State Health Benefit Plan (SHBP) covers eligible dependents who meet SHBP guidelines. Eligible dependents include:

- Spouse
- Dependent child(ren), including:
 - Natural child
 - Adopted child
 - Stepchild
 - Child due to Guardianship

**Visit the [Eligibility and Enrollment Provisions document at shbp.georgia.gov](http://shbp.georgia.gov) for more information on continuation of coverage for covered dependents disabled prior to age 26.*

a later date. When entering the QE in the portal, you must ensure that you enter the correct date of the event as this calculates the effective date of the change resulting from the QE. You may also call SHBP Member Services within the 31 days of the QE and the representatives will make the necessary changes for you.

If you elect to cover dependents, generally, they will be placed in a pending status until: 1) the required documentation confirming eligibility for coverage is submitted within 45 days after you declare the QE and the documentation is approved, or 2) until the deadline to provide the documentation has passed and the QE is automatically canceled, whichever occurs first.