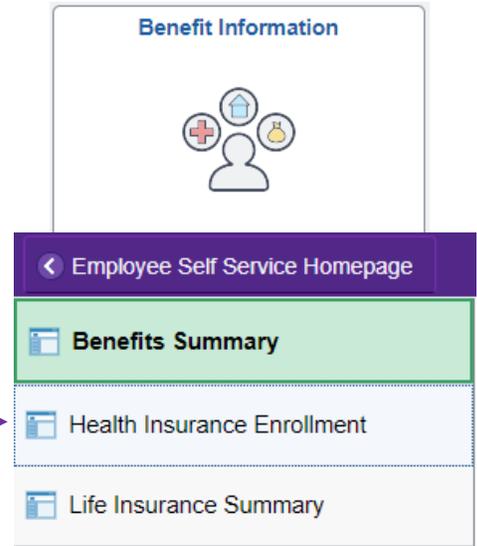


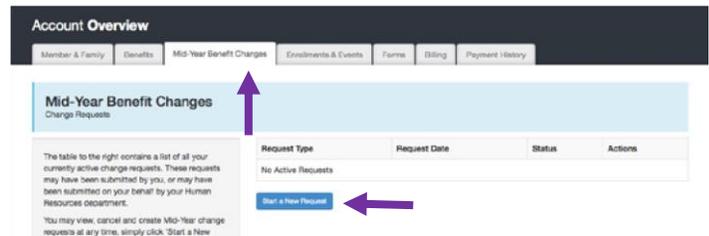
REMOVING A DEPENDENT DUE TO INELIGIBILITY

When a covered dependent becomes ineligible for coverage under the SEHP, this qualifies as a life event and enables you to make a mid-year coverage change to some or all of your benefits, within 31 days of the event.

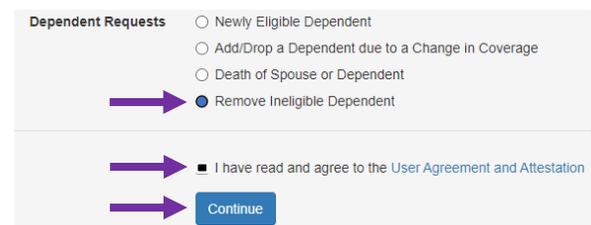
- Log into HRIS as you do to review your paycheck. <https://hris.k-state.edu/>
- Go to **Employee Self Service**.
- Click on **Benefit Information**.
- Click on **Health Insurance Enrollment**.
- You may need to re-enter your **eID** and **password** to login to the MAP portal.



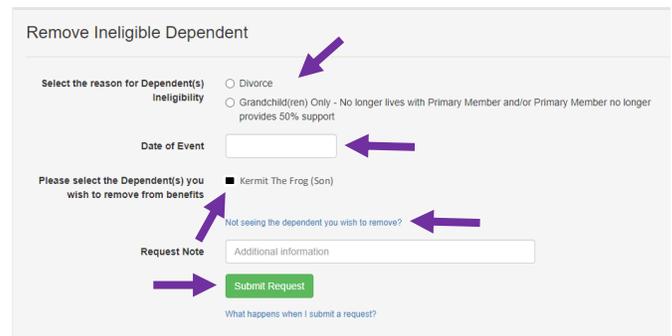
- Once you are in the MAP Portal, click on **Mid-Year Benefit Changes**.
- Click on **Start a New Request**.



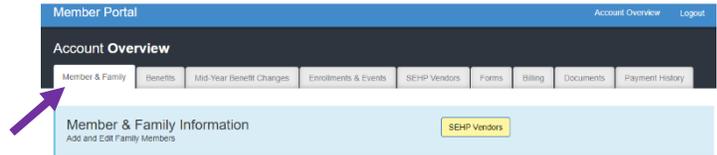
- Click on **Remove Ineligible Dependent**
- Click on **"I have read and agree..."**.
- Click **Continue**.



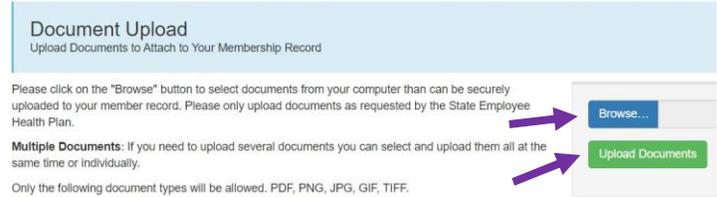
- Select the reason for dependent(s) ineligibility.
- State the **Date of Event**.
- Select the **dependent** you need to remove.
- *Note: If you do not see the dependent you need to remove, keep in mind that the dependent must be in the system and actively covered under your benefits. If you believe a dependent is covered under your benefits, but is not shown in the list above, please contact SEHP at SEHPMembership@ks.gov*
- Click **Submit Request**.



- Supporting documents are required to process this Mid-Year change. To upload documentation, navigate to the **Member and Family** tab.



- Scroll to the bottom of the page.
- Click on **Browse** to locate and select the PDF document(s) on your device.
- Upload the document(s) by clicking on **Upload Documents**.



Note: Depending on your situation, listed below is the documentation you will need to provide:

- For divorce, the first and last pages of the final divorce decree including court recorded date stamp and judge's signature.
- For grandchildren only, the court order for dependents who are not natural or adopted children of the primary member including Judge's signature and court date stamp.

- Log out of the Member Portal