Qualifying Life Events (QLEs)
Terminating Coverage

Throughout the year your circumstances may change which may make you eligible for a Special Enrollment Period (SEP). If you have a baby, you or your dependent gain or lose other coverage, etc., you may be able to change your plan, enroll in a plan for the first time, add or drop family members, or terminate your plan. You must report the event **WITHIN 30 DAYS** of the event to be eligible for an SEP. Once you report the event in your account, DC Health Link will guide you through the options available to you and your family.

**Step 1: Report the Qualifying Life Event** - In each employee’s account, consumers will have the option to report a qualifying life event. Please select the life event that applies to the primary subscriber or dependent (For Example: “Drop coverage due to new eligibility”).

Note: There are three different pages of QLEs that can be viewed by clicking the arrow

**Step 2: Enter the Date of QLE** - Report the date you gained other health insurance coverage by selecting from the calendar or entering under ‘Date of new eligibility’, then click “Continue”. 
Step 3: Confirm the QLE – Click “Continue” to proceed.

Step 5: Confirm Household – Once you have confirmed your household, click the “Continue” button.

Step 6: Click the “Select Plan to Terminate” button - If you would like to remove a dependent(s) from coverage and remain in coverage, only uncheck the dependent(s) you wish to remove before selecting “Keep existing plan” or “Shop for new plan”. This will remove the unchecked dependents from your current plan or will not enroll them in your new plan.
Step 7: Select Plan to Terminate - Click “Terminate Plan” for the plan that you wish to terminate.

Terminating Self Coverage - Step 7: To confirm your termination, click “Terminate Plan”.