Adding Dependents to your State Health Plan

Barrow Benefits

Anyone that you cover under your State Health plan is considered a "dependent."   This includes both a spouse and/or children. If you need to add a new dependent to your State Health coverage, you typically have 31 days to do so. (90 days for a new baby) Here's what you need to do to ensure that your dependents are covered. Or you may add them during Open Enrollment each year for the new year.

Step 1: Login to the State Health enrollment portal and add your dependent. Make sure you enter their name and SSN exactly as it appears on the social security card. Once the request is received, SHBP will need to verify that the person you wish to add is indeed a dependent.

Step 2: Gather all documentation that will be required—marriage certificate for adding a spouse, birth certificates, social security numbers, etc.

Step 3: Closely monitor your e-mail and your mail at home—follow the detailed instructions you receive via mail (and e-mail, if your e-mail address is on file) for completing the verification process. **IMPORTANT:** The letter you will receive includes a cover sheet with a bar code on it that MUST be returned with your documentation! DO NOT LOSE THIS SHEET!

Step 4: Follow the instructions and send in all the required documentation.

Step 5: You will begin paying for your requested coverage based on when it becomes effective and your new dependents will be covered at that time.

Please note: Verification of dependents is assumed to be approved before State Health receives and reviews your documentation. Should State Health determine that your dependents are NOT eligible, you will not receive a refund for the premium you've paid.

Got More Questions About the Dependent Verification Process?

Call SHBP Member Services at:
1-800-610-1863

Failure to turn in requested verification documents by the deadline will result in coverage cancellation for your dependents even though you paid the premium!! You will not receive a refund.