Print

Human Resources: Becoming a Parent

Congratulations on the new addition to your family! Giving birth, adopting a child, or becoming a foster parent are “qualifying status change” in terms of your benefits. That means you may change your benefit enrollment within 31 days of the birth or gaining custody of the child without having to wait until the annual open enrollment period.

Related Links

» 2010 Benefits Enrollment Form

Although you may currently have medical coverage on yourself or other family members, coverage on your newborn is not automatic. Under your medical plan, you may enroll for the first time, increase coverage, or add your new dependent on an existing family plan. Your share of the premium costs may be increased depending on the change. Any changes will be prorated to the date of the event.

To add your child to your benefits, you may enroll in one of the following ways:

- Make any changes on the all-in-one benefits enrollment form and mail or fax it to Human Resources, MS #15 or fax (508) 457-2173.
- Visit Employee Online.

Within 31 days of your coverage effective date, you must also submit a copy of the birth certificate, and social security number to your Benefits Specialist otherwise your coverage is subject to cancellation.

Life Insurance

You may want to consider purchasing life insurance for your child or changing the amount of life insurance you currently purchase for yourself.

Flexible Spending Accounts

You may also want to elect to participate in or change the amount you contribute to your Flexible Spending Account (FSA) and enroll in the WHOI Child Care Subsidy Benefit.

Beneficiary Change

It is important to keep a record of your beneficiary designations and to update them whenever your circumstances change. Keep a copy of all beneficiary designations and review them periodically. You may change your beneficiary designations at any time.

New Parent Transition Program

Your Employee & Student Assistance Program (ESAP) offers a special 'New Parent Transition' program for parents. The program is designed to provide new, veteran, and adoptive parents with the tools, resources, and live support needed to balance their home and work life. The program's intention is to help parents organize their daily expectations, create new routines, and manage all of the responsibilities that come with being parents.

Please view the flyer from your *The Wellness* Corporation, your ESAP provider, introducing this program.

New Parent Transition Program flyer

Last updated: October 8, 2013

Copyright ©2007 Woods Hole Oceanographic Institution, All Rights Reserved.
Mail: Woods Hole Oceanographic Institution, 266 Woods Hole Road, Woods Hole, MA 02543, USA.
E-Contact: info@whoi.edu; press relations: media@whoi.edu, tel. (508) 457-2000
Problems or questions about the site, please contact webdev@whoi.edu