Enroll an Overage Disabled Child

This document provides information for UC employees to enroll an eligible overage disabled child (ODC) as a dependent during a qualifying life event or when newly eligible for benefits. Qualifying life events include marriage, divorce, the establishment or termination of a domestic partnership, and the birth or adoption of a child.

Navigation: Menu > Benefits & Retirement > Health & Welfare Benefits > Select My Benefits or Update My Benefits

- If you are a new hire or newly benefits eligible, select the **Select My Benefits** link.
- If you are enrolling due to a qualifying life event, select the **Update My Benefits** link.



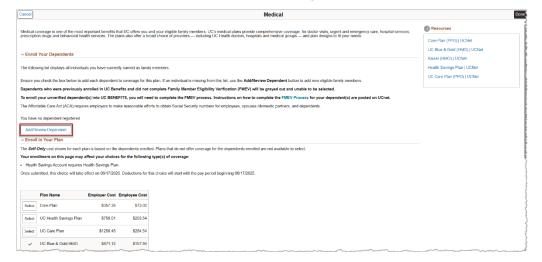
Before you access your personal information, you must validate your identity by answering one of the security questions set up on your profile.

Enrolling an Overaged Disabled Child (ODC)

- Follow the prompts to begin your benefits enrollment event.
 - Refer to the <u>Select My Benefits</u> job aid for guidance on completing a newly benefits-eligible event.
 - Refer to the <u>Update My Benefits</u> job aid for guidance on completing a life event.

In the Enroll Your Dependents section, select the Add/Review Dependent button and then select

the **Add Individual** button.

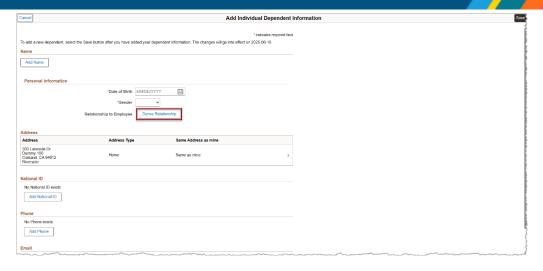


Last Updated 6/25/2025 Page 1 of 3

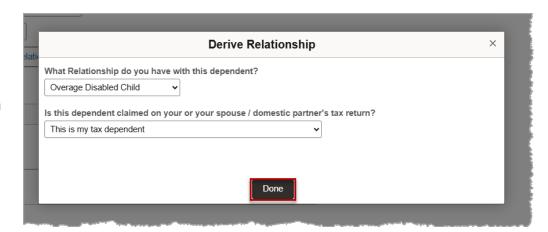


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On the Add Individual
 Dependent Information
 page, enter your
 dependent's personal information. Then select the Derive Relationship button to designate your dependent's relationship to you.



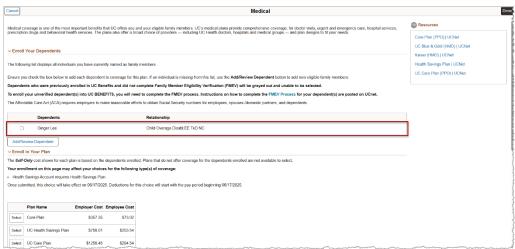
 From the list of values, select the Overage
 Disabled Child option, then indicate if this dependent is claimed on your or your spouse / domestic partner's tax return.



- Select the **Done** button.
- On the Add Individual Dependent Information page, select the Save button.

On the **Dependent Information** page, select the **Cancel** icon to return to the plan selection page.

 Your dependent now appears as an option as you complete your remaining benefit enrollments.



Last Updated 6/25/2025 Page 2 of 3



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Request an Extension to Submit Documentation

If you need additional time to submit additional documentation for your overaged disabled child (ODC), you can request an extension through UCPath. This allows your dependent to be considered for enrollment while you gather the necessary information.

- Log into UCPath.
- From the Home Page, select the Ask UCPath button.
- Select the Submit an Inquiry button.
- In the What can
 UCPath assist you
 with? field, enter
 Overage Disabled
 Child Extension Request.



- In the **Please provide a detailed description of your issue** field, provide details for your request and attach documentation if available.
- Select the Next button.
- UCPath displays the Resources page. Select the Submit an Inquiry button to proceed with your inquiry.
- UCPath Center will review your request.
 Note: The third-party benefits vendor responsible for verifying ODC eligibility may contact you directly to confirm your dependent's disability status.

Last Updated 6/25/2025 Page **3** of **3**