

Congratulations on your new arrival! Having a baby or adopting a child provides you the opportunity to update your coverage. Use this checklist to help you navigate this exciting time.

Your Next Steps



Understand your medical coverage.

All Dollar Tree medical plans include prenatal and maternity care. Be sure you understand your out-of-pocket costs so you can plan ahead. If you need help finding a provider, visit **Included Health** (for UMR plans) or **Surest**.



Join the Healthy Pregnancy Program.

Maven's **maternity support program** provides comprehensive prenatal and maternity care, as well as support for expectant moms from pregnancy through postpartum. This program is free of charge to associates and dependents enrolled in a Dollar Tree medical plan.



Take a Leave of Absence.

If eligible, you can take an unpaid leave of absence up to 12 weeks to recover from childbirth and/or bond with your new child. To learn more, visit the Leaves of Absence page in **mytree** under the Health and Well-Being tab or call the Sedgwick Service Center at **877-876-8697**.



Set up your Disability Pay.

Associates who give birth qualify for disability pay. Dollar Tree offers up to 12 weeks of paid Short-Term Disability at 50% of weekly earnings at no cost. Long-Term Disability may also be available for leave longer than 12 weeks. For more information, visit Unum, our disability partner, online or call **888-637-9431**.



Set up your Paid Parental Leave.

Eligible associates may take up to six weeks of Parental Leave. To learn more about this benefit, please visit the Parental Leave Benefit page located in **mytree** under the Health and Well-Being tab.



Add a Dependent Care Flexible Spending Account (FSA).

A Dependent Care FSA lets you set aside pre-tax care to pay for child care. It lowers your taxable income, helping you keep more of your paycheck. You can contribute up to \$7,500 each year to cover costs like day care so you can work full time.

Estimate your contribution to this account carefully, as any unused funds will be forfeited at the end of the year.



Add your new child to benefits.

You can add your child to your medical, dental, and vision coverage as well as voluntary life insurance coverage. Make your benefits changes within **31 days** of your child's birth/adoption.

You are required to provide documentation within **31 days** of the official birth or adoption date to ensure your child remains covered by your benefits.



Update your beneficiaries.

You may want to update your beneficiaries for your:

- **Life Insurance**
- **Health Savings Account (HSA)**
- **401(k) Plan**



Review and update your contributions.

- If you're enrolled in the Health Savings Account Plan (HSA) and contribute to an HSA, you can **adjust your contributions** to better fit your needs.
- You can also **make changes** to any Flexible Spending Account contributions.

Additional support

- Having a baby or adopting a child is a huge lifestyle shift. If you need extra support during this special transition, reach out to **Emotional Wellbeing Solutions (EWS)** or call **844-844-5717**. You and everyone in your household get up to three free counselling sessions each year.
- Considering fertility treatment or adoption? **Maven's** virtual support program provides 24/7 support from specialists and enhanced support for IUI, IVF, egg freezing, surrogacy, fostering a child, and adoption.
- Your **employee discount program** can help you save money on groceries, child care tuition, entertainment, appliances, and much more.