



## Dependent Documentation Requirements

*This appropriate documentation **MUST BE SUBMITTED DURING THE ELIGIBILITY PERIOD** (within **31 days of the qualifying event, new hire election or open enrollment**) before coverage will be effective. If all documents are not provided within the eligibility period, new hire period or during the open enrollment period (**31 days**), your dependents will not be covered this plan year. You will need to wait until the next open enrollment to add your dependent.*

Dependent children are eligible until the end of the month they turn age 26, regardless of marriage or student status. A dependent child's spouse or child is NOT eligible for coverage.

To enroll any dependents for coverage under your district's insurance plans, you must provide documents showing that they qualify for dependent status. The following outlines who qualify as dependents and what documents are required:

**Please present the following documents to your District Treasurer's or HR Office or upload them to the Benelogic File Cabinet current folder:**

**Spouse:** Your legally married (including same sex) spouse, not legally separated or divorced.

**Documents required:**

- 1) Marriage certificate that has been filed with court **AND**
- 2) First page of your most recent Federal Tax form (1040) showing that you are still married.  
Please black out Social Security numbers and financial information to protect your financial privacy.

**Children:** You or your spouse's natural or adopted child and/or a child for whom you are the legal guardian. EPC coverage terminates the end of the month they turn age 26.

**Documents required:**

- 1) Birth certificate naming you / your spouse as the parent **OR**
- 2) Adoption papers naming you / your spouse as adoptee parents **OR**
- 3) Appropriate court documents naming the employee/spouse as the child's legal guardian.

**The Affordable Care Act** – also known as Health Care Reform – requires employers to send dependent Social Security numbers for those covered on an employment-related medical plan to the IRS, along with the dependent's medical plan election.

- Obtaining replacement marriage/birth certificate is your responsibility and takes time. Copies may be available from the United States Department of Vital Records for the state where the marriage/birth took place. The National Center for Health Statistics may provide contact information for replacing Vital Records: <https://www.cdc.gov/nchs/nvss/index.htm>.
- Foreign Language Documents: The employee is responsible to provide an English translation.

Dependent's Relationship to You	Required Documentation	Document Resources
Spouse	Marriage Certificate Most Recent Tax Filing <b>Front Page Only – w/ Redacted Financial Information</b>	<a href="https://www.cdc.gov/nchs/nvss/index.htm">https://www.cdc.gov/nchs/nvss/index.htm</a> County Clerk/Recorder
Child(ren)	Birth Certificate	<a href="https://www.cdc.gov/nchs/nvss/index.htm">https://www.cdc.gov/nchs/nvss/index.htm</a> County Clerk/Recorder
Adopted Child(ren)	Final adoption decree or Placement letter from court <b>or</b> Adoption Agency for pending adoption(s) and related <b>legal document that establishes birth date.</b>	<a href="https://www.cdc.gov/nchs/nvss/index.htm">https://www.cdc.gov/nchs/nvss/index.htm</a> County Clerk/Recorder
Child(ren) for whom you are a legal guardian	Court assignment <b>or</b> Agency order establishing legal guardianship and related legal documents that establish relationship and birth date.	<a href="https://www.cdc.gov/nchs/nvss/index.htm">https://www.cdc.gov/nchs/nvss/index.htm</a> County Clerk/Recorder
Child(ren) for whom the Court has issued a Qualified Medical Child Support Order (QMCSO)	Qualified Medical Child Support Order (QMCSO).	<a href="https://www.cdc.gov/nchs/nvss/index.htm">https://www.cdc.gov/nchs/nvss/index.htm</a> County Clerk/Recorder
Disabled Child(ren): Unmarried children dependent on you for primary financial support and maintenance due to a physical or mental disability, incapable of self-support and disability existed before age 19	Birth Certificate <b>or</b> other document supporting the relationship <b>and</b> proof of the disability from your child's doctor. You will need to complete a disability form, and the medical carrier determines the child's disability status.	<a href="https://www.cdc.gov/nchs/nvss/index.htm">https://www.cdc.gov/nchs/nvss/index.htm</a> County Clerk/Recorder