



Dependent Documentation Checklist

To ensure your dependents are covered, you must submit all required documentation **within 31 days** of your eligibility event (new hire, qualifying life event, or open enrollment).

⚠ If documentation is not submitted within 31 days, your dependents will not be covered for this plan year. You must wait until the next open enrollment to add them.

Who Qualifies as a Dependent?

- **Spouse** – Legally married (not legally separated or divorced).
- **Children** – Biological, adopted, or legally placed/guarded children.
 - Coverage ends at the end of the month they turn **age 26**, regardless of marital or student status.
 - A dependent child's spouse or child is **not eligible** for coverage.

Required Documents

Spouse

- ☐ Court-stamped/filed **Marriage Certificate** (not the marriage license)
- ☐ **First page of most recent Federal Tax Form 1040** showing marital status (*Please redact all financial information for privacy.*)

Children

Provide **one** of the following:

- ☐ Birth certificate naming you/your spouse as parent
- ☐ Adoption papers naming you/your spouse as parent
- ☐ Court documents naming you/your spouse as legal guardian

How to Submit

-  Upload to your **Benelogic File Cabinet**
-  Or provide copies to your **District Treasurer's Office or HR Office**

*Under the **Affordable Care Act (ACA)**, employers must provide dependent **Social Security Numbers** to the IRS along with their medical plan election.*