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EMPLOYEE BENEFITS PROGRAM

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Dependent Eligibility Required Documentation
(Including New Requirements)

Below is a list of all dependent eligibility documentation requirements. Documentation requirements for health benefits coverage for certain dependents have changed. These dependents include Spouse, Domestic Partner, Step Child and Domestic Partner's Child. Requirements for biological child, tax dependent child and legal ward, as well as for disabled child status, have not changed. The new requirements appear in ***bold italics*** and go into effect immediately.

Spouse

- ***married one year or less – Government Issued Marriage Certificate***
- ***married more than one year – Government Issued Marriage Certificate and one of the following:***
 - ***Federal tax return filed within last two years and listing spouse as joint or individual***
 - ***Proof of joint ownership (bank account, auto, home, etc.) issued within last six months***
 - ***Proof of cohabitation (two separate documents – one in your name and one in your spouse's name – at the same address)***

Domestic Partner

- ***partnership of one year or less – Domestic Partnership Certificate of Registration***
- ***partnership of more than one year - Domestic Partnership Certificate of Registration and one of the following:***
 - ***Proof of joint ownership (bank account, auto, home, etc.) issued within last six months***
 - ***Proof of cohabitation (two separate documents – one in your name and one in your domestic partner's name – at the same address)***

Child (NOTE: Disabled status for any child still requires current medical certification from the health plan in addition to the documents listed below)

- Biological Child
 - Government Issued Birth Certificate (including parent's names)
- ***Step child – Must be spouse's child. One of the following combinations of documents:***
 - ***Government Issued Birth Certificate (including parent's names) and Government Issued Marriage Certificate if married one year or less***
 - ***Government Issued Birth Certificate (including parent's names) and Government Issued Marriage Certificate and Federal tax return filed within last two years listing spouse as joint or individual***
 - ***Government Issued Birth Certificate (including parent's names) and Government Issued Marriage Certificate and proof of joint ownership (bank account, auto, home, etc.) issued within last six months***
- ***Domestic Partner's child – Must be registered domestic partner's child. One of the following combinations of documents:***
 - ***Government Issued Birth Certificate (including parent's names) and Domestic Partnership Certificate of Registration if partnership of one year or less***
 - ***Government Issued Birth Certificate (including parent's names) and Domestic Partnership Certificate of Registration and proof of joint ownership (bank account, auto, home, etc.) issued within last six months***
- Legal Ward
 - Government Issued Birth Certificate (including parent's names)
 - Court ordered document of legal custody
- Tax Dependent Child
 - Government Issued Birth Certificate (including parent's names)
 - Federal tax return filed in previous year listing child as dependent