

How Do I Verify My Dependents?

If you are adding a dependent to your health insurance that was not previously verified and already covered by your insurance, you will need to provide documentation to prove dependency. These documents will need to be uploaded to the Benefitfocus online enrollment system under the "Document Manager" or mailed to the Benefits Office. Please remember:

- Upload or send to us copies only, not originals.
- Only upload or send to us the first page of your prior year Federal Tax Return that shows your dependents. State Tax Returns are NOT accepted in lieu of Federal and black out all monetary amounts appearing on Federal Tax Returns
- Documents proving joint ownership are: Mortgage Statements, Credit Card Statements, Bank Statements, and Residential Leasing Agreements listing both parties' names as co-owners. The joint ownership may be established prior to the current year; however, the statement provided must be recent
- Due to requirements of the Affordable Care Act, Social Security numbers are needed for spouses and covered dependents on our medical plans.

Dependent Type	Eligibility Requirements	Document Options for Verifying Eligibility
Legal Spouse	The covered employee's husband or wife under Federal Law	<ul style="list-style-type: none"> • Government issued Marriage Certificate, and • Most recently filed Federal Tax Return or proof of joint ownership (bank statement, lease, deed, car note, utility bill) <p>or</p> <ul style="list-style-type: none"> • Signed marriage license if adding spouse due to marriage, and most recently filed Federal Tax Return or proof of joint ownership (bank statement, lease, deed, car note, utility bill)
Partner	As defined in the state law recognizing Civil Union Partnerships	<ul style="list-style-type: none"> • Government issued Union Certificate, and • Proof of joint ownership Issued within the last 6 months • Or Government issued Union Certificate if adding partner
Biological Child	Biological child age 25 and under	Government issued Birth Certificate Or Hospital issued Birth Certificate if adding child due to birth
Adopted Child	Adopted child age 25 and under	<ul style="list-style-type: none"> • Adoption placement, and Petition for adoption or Adoption Certificate

Dependent Type	Eligibility Requirements	Document Options for Verifying Eligibility
Step-Child	Step-child or child of your partner age 25 and under	<ul style="list-style-type: none"> • Government issued birth certificate, and • Government issued Marriage Certificate, and • Most recently filed Federal Tax Return <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Government issued birth certificate, and • Government issued Marriage Certificate, and • Proof of joint ownership issued within the last 6 months <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Government issued birth certificate, and • Government issued Union Certificate, and • Proof of joint ownership issued within the last 6 months <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Government issued birth certificate, and • Signed marriage license if adding step-child due to marriage <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Government issued birth certificate, and • Government issued Union Certificate if adding step-child
Foster Child or Legal Ward	Age 25 and under	<ul style="list-style-type: none"> • Government issued Birth Certificate, and • Foster Care documents or Court ordered Document of Legal Custody
Qualified Medical Support Order	Qualified medical child support order must be ordered for the employee and dependent must be under 25	<ul style="list-style-type: none"> • Qualified medical child support order