

**Dependent Enrollment Procedures 2020-2021**

*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.

In order 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 qualifies as a dependent 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.

**Dependent Eligibility Documentation** **2020-2021** **EPC**

* 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: <http://www.cdc.gov/nchs/w2w.htm>.
* Foreign Language Documents: The employee is responsible to provide an English translation.

**Dependent’s Required Documentation Document Resources**

**Relationship to You**

Spouse Marriage Certificate <http://www.cdc/gov/nchs/w2w.htm>

Last year tax form County Clerk/Recorder

Child(ren) Birth Certificate <http://www.cdc/gov/nchs/w2w.htm>

County Clerk/Recorder

Adopted Child(ren) Final adoption decree or Placement <http://www.cdc/gov/nchs/w2w.htm>

letter from court **or** Adoption Agency County Clerk/Recorder

for pending adoption(s) and related

**legal document that establishes birth date.**

Child(ren) for whom you Court assignment **or** Agency order <http://www.cdc/gov/nchs/w2w.htm>

are a legal guardian establishing legal guardianship and County Clerk/Recorder

related legal documents that establish

relationship and birth date.

Child(ren) for whom the Qualified Medical Child Support Order <http://www.cdc/gov/nchs/w2w.htm>

Court has issued a Qualified (QMSCO). County Clerk/Recorder

Medical Child Support Order

(QMCSO)

Disabled Child(ren):

Unmarried children de- Birth Certificate **or** other document <http://www.cdc/gov/nchs/w2w.htm>

pendent on you for primary supporting the relationship **and** County Clerk/Recorder

financial support and proof of the disability from your

maintenance due to a child’s doctor. You will need to complete

physical or mental disability, a disability form and the medical carrier

incapable of self support, and determines the child’s disability status.

disability existed before age 19