

ELIGIBILITY RULES AND DOCUMENTATION REQUIRED

Below is a list of eligibility rules and documents required to verify each dependent. In some cases, at least TWO forms of documentation are required. Please read this information carefully.

ID	Dependent Type	Age	Eligibility Requirements
LS	Spouse	N/A	<ul style="list-style-type: none"> The covered employee's husband or wife

Document Options for Verifying Eligibility:

Government Issued Proof of Marriage or Church/Justice of the Peace Marriage Certificate and Federal Tax Return Issued Within Last 2 Years showing "married filing jointly" or "married filing separately" with spouse's name indicated OR copy of Tax Confirmation Notice(s) if filed online showing name(s) and filing married

OR

Government Issued Proof of Marriage or Church/Justice of the Peace Marriage Certificate and Proof of Joint Ownership Issued Within Last 12 Months

OR

*Government Issued Proof of Marriage or Church/Justice of the Peace Marriage Certificate Only (if married within the last 12 months)

Copies of two separate documents may be provided to reflect the same address. The employee and legal spouse may produce Proof of Joint Ownership in their name only, all showing the same address. Proof of Joint Ownership can be mortgage or bank statements, rental/lease agreement, or credit card statements. Please contact the Dependent Verification Center for a complete list of accepted alternate documents.

DP	Domestic Partner	Age 18 and over	<p>You and your same or opposite-sex partner are lawfully married under a state or foreign law permitting same or opposite-sex marriage; OR</p> <ul style="list-style-type: none"> You and your partner have entered into a lawful civil union or similar relationship permitted by state or foreign law. You and your partner are registered as domestic partners through a governmental domestic partnership registry. You and your partner are registered as domestic partners through the Benefit Center AND you: <ul style="list-style-type: none"> Are at least 18 years of age; Share a close and committed personal relationship; Are not married to, in a Civil Union with, or a Domestic Partner of anyone else; Are not related by blood closer than permitted by marriage under the laws of your state; Share a primary residence.
----	------------------	-----------------	---

Document Options for Verifying Eligibility:

Registered Domestic Partnership (RDP) Document with State or local government agency or Domestic Partner Affidavit and Proof of Joint Ownership Issued Within Last 12 Months

Copies of two separate documents may be provided to reflect the same address. The employee and domestic partner may produce Proof of Joint Ownership in their name only, all showing the same address. Proof of Joint ownership can be mortgage or bank statements, rental/lease agreement, or credit card statements. Please contact the Dependent Verification Center for a complete list of accepted alternate documents.

OR

Registered Domestic Partnership (RDP) Document with State or local government agency or Domestic Partner Affidavit Only (If affidavit or marriage certificate is dated within the last 12 months)

ID	Dependent Type	Age	Eligibility Requirements
NC	Newborn Child	Age 3 months and under	<ul style="list-style-type: none"> • Must be age 3 months or under
<p>Document Options for Verifying Eligibility: Non-Government Issued Birth Certificate (acceptable only for children under 3 months old)</p>			
BC	Biological Child	Up to age 26	<ul style="list-style-type: none"> • Must be your biological child
<p>Document Options for Verifying Eligibility: Government Issued Birth Certificate</p> <p>Short form birth certificate AND one additional document to prove parent-child relationship will be accepted in lieu of a Government Issued Birth Certificate. Additional document can be documentation on hospital letterhead (must list parent and child's name), Baptismal certificate (must list parent and child's name) or signed, official notice from the City Clerk's office documenting date of birth (must include city seal). You may also submit a court decree listing the child's parents in lieu of a Government Issued Birth Certificate. Please contact the Dependent Verification Center for a complete list of accepted alternate documents.</p>			
SC	Step-Child	Up to age 26	<ul style="list-style-type: none"> • Must be your step-child
<p>Document Options for Verifying Eligibility: Government Issued Birth Certificate, Government Issued Marriage Certificate or Church/Justice of the Peace Marriage Certificate and Federal Tax Return Issued Within Last 2 Years</p> <p>OR</p> <p>Government Issued Birth Certificate and Government Issued Marriage Certificate or Church/Justice of the Peace Marriage Certificate Only (if married within last 12 months)</p> <p>OR</p> <p>Government Issued Birth Certificate, Government Issued Marriage Certificate or Church/Justice of the Peace Marriage Certificate and Proof of Joint Ownership Issued Within Last 12 Months</p>			
AC	Adopted Child	Up to age 26	<ul style="list-style-type: none"> • Must be your adopted child
<p>Document Options for Verifying Eligibility: Adoption Placement Agreement and Petition for Adoption</p> <p>OR Adoption Certificate Only</p>			
DPC	Domestic Partner Child	N/A	<ul style="list-style-type: none"> • Must be your same-sex or opposite-sex domestic partner's child
<p>Document Options for Verifying Eligibility: Government Issued Birth Certificate, Registered Domestic Partnership (RDP) Document with State or local government agency or Domestic Partner Affidavit and Proof of Joint Ownership issued Within Last 12 Months</p> <p>Short form birth certificate AND one additional document to prove parent-child relationship will be accepted in lieu of Government Issued Birth Certificate. Additional document can be documentation on hospital letterhead (must list parent and child's name), Baptismal certificate (must list parent and child's name) or signed, official notice from the City Clerk's office documenting date of birth (must include city seal). You may also submit a court decree listing the child's parents in lieu of a Government Issued Birth Certificate. Please contact the Dependent Verification Center for a complete list of accepted alternate documents.</p> <p>OR Government Issued Birth Certificate and Registered Domestic Partnership (RDP) Document with state or local government agency or Domestic Partner Affidavit only (if affidavit or marriage certificate is dated within the last 12 months)</p>			

ID	Dependent Type	Age	Eligibility Requirements
LW	Legal Ward	Up to age 26	<ul style="list-style-type: none"> • Must be your court ordered legal ward
<p>Document Options for Verifying Eligibility: Court Ordered Documentation of Legal Guardianship and a Government Issued Birth Certificate if birth date is not provided on Court Document.</p>			
FC	Foster Child	Up to age 26	<ul style="list-style-type: none"> • Must have Foster Care Placement Letter
<p>Document Options for Verifying Eligibility: Foster Care Letter of Placement</p>			