

OE Dependent Documentation 2024

➤ What is required for OE?

Refer to Eligibility and Rules section of employee benefits handbook.

- **Initial Enrollment:** If dependent is being added to County healthcare coverage for the first time, then dependent documentation **is** required.
- **Dependent Child (biological, adopted/custodial, or grandchild):** If dependent child **has ever been covered** on one or more healthcare plans (Medical, Dental, or Vision), and is being added to another healthcare plan, additional documentation is **not** required.
- **Spouse/Stepchild:** If dependent spouse or stepchild has been covered on one or more healthcare plans (Medical, Dental, or Vision) within the last **five (5) years**, and is being added to another healthcare plan, additional documentation is **not** required.
 - The cut-off date for this year is **01/01/2019**.
 - If the spouse was **never** covered on a plan (Medical, Dental, or Vision), they **do** need to submit a ML.
 - If the spouse was covered on a plan (Medical, Dental, or Vision) in 2019, 2020, 2021, 2022, or 2023 they **do not** need to submit a ML.
 - If the spouse was covered on a plan (Medical, Dental, or Vision) in 2018 or before, they **do** need to submit a Marriage License/Certificate

Example 1: Biological child is currently enrolled in Dental & Vision for 2022. Same child is being added to Medical for 2024. No additional documentation is required.

Example 2: Adopted child is not currently enrolled in Medical, Dental or Vision. Adopted child is being added to Dental for 2024. Documentation is required as this is the initial enrollment.

Example 3: Spouse was enrolled in county Medical seven (7) years ago. Spouse is being added to Dental for 2024. Documentation is required as this is beyond (5) years.

➤ Documentation Submission & Deadlines

- Employees upload DEP DOCs directly to Box.com <https://bit.ly/3oCN6NA>
- EEID, last name, and "OE" should be included in the title of the DEP DOCs prior to upload.
- If documentation is not received by the deadline, the dependent will not be added.
- Documentation must be submitted to HR on or before **10/28/2023 11:59 pm ET**
- Anything received from HR to our Benefits box folder after the deadline must include proof that they received it by the deadline.

OE Dependent Documentation 2024

Required Documentation for Dependent Children

Birth Child Under Age 26	Stepchild Under Age 26	Adopted Child or Child Placed for Adoption Under Age 26
<ul style="list-style-type: none"> <input type="checkbox"/> Official Birth Certificate* (<i>Hospital certificate will not be accepted, parents must be listed</i>), <u>or</u> <input type="checkbox"/> Court Order or DNA Testing establishing Paternity or Parental Responsibility (<i>Including, but not limited to; Financial and or Healthcare Coverage Obligations, DNA/Paternity Results</i>). 	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of birth certificate* or proof of other dependent relationship, <u>and</u> <input type="checkbox"/> Copy of employee's legal marriage license to stepchild's parent, <u>and</u> <input type="checkbox"/> Verification of current marital status (see above requirements verification of current relationship status) 	<ul style="list-style-type: none"> <input type="checkbox"/> Adoption Certificate, <u>or</u> <input type="checkbox"/> Placement Letter (document establishing placement preceding a formal adoption)
Child under Age 26 for Whom You Are the Legal Guardian	Child of a Covered Dependent (Grandchild) Under 18 months	Disabled Child
<ul style="list-style-type: none"> <input type="checkbox"/> Proof of legal guardianship¹ 	<ul style="list-style-type: none"> <input type="checkbox"/> Official Birth Certificate* or birth record (<i>covered dependent's name must be listed as parent</i>), <u>and</u> <input type="checkbox"/> Verification that parent of child is eligible and covered as dependent child noted above 	<ul style="list-style-type: none"> <input type="checkbox"/> Official Birth Certificate*, <u>and</u> <input type="checkbox"/> Proof of continuous coverage (no break in coverage), <u>and</u> <input type="checkbox"/> Social Security Administration award letter, <u>or</u> <input type="checkbox"/> A recent Social Security Income statement, <u>or</u> <input type="checkbox"/> A signed physician's statement.

* Birth certificates written in a foreign language must be officially translated by a translation organization before being submitted to Human Resources.

Note: In addition to the dependent documentation listed above, your dependent's name, date of birth, and social security number or Individual Tax Identification Number (ITIN) are required for enrollment. Please contact HR Benefits for assistance if your dependent is working through the immigration process but has not yet obtained a SSN. Utilizing an ITIN may be a temporary option.

Child may include various dependent relationships to the spouse (birth child, adopted child, guardianship, stepchild, grandchild, etc.). Applicable proof shall be provided of such relationship equivalent to the documentation requirements of the employee's biological dependents.

¹The most common way to establish legal guardianship is through a court order.

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Required Documentation for Spouse

- The legal Marriage License/Certificate from a government or regulatory agency shall be used to enroll a spouse into the benefits offered*, and
- Employees will be subject to periodic audits by the County, or its designee. A full dependent audit shall be conducted at the Comptroller's discretion. Acceptable supporting documents shall be determined by the auditor in accordance with Generally Accepted Auditing Standards (GAAS).

**Marriage licenses written in a foreign language must be officially translated by a translation organization before being submitted to Human Resources.*

Note: *In addition to the dependent documentation listed above, your marriage date, spouse's date of birth, and spouse's social security number are required for enrollment. Please contact HR Benefits for assistance if your spouse is working through the immigration process but has not yet obtained a SSN. Utilizing an Individual Tax Identification number (ITIN) may be a temporary option.*