

Dependent Verification Requirements

Required Documentation for Spouses

- ❑ 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 a County 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.

For spouses with no SSN. Please contact HR Benefits for assistance if your spouse is working through the immigration process but has not yet obtained a SSN. A SSN is not required for enrollment as a spouse under the plan, utilizing an Individual Tax Identification Number (ITIN) may be a temporary option.

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"> ❑ Official Birth Certificate* (<i>Hospital certificate will not be accepted, parents must be listed</i>), <u>OR</u> ❑ 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"> ❑ Copy of birth certificate* or proof of other dependent relationship, <u>AND</u> ❑ Copy of employee’s legal marriage license to stepchild’s parent, AND ❑ Verification of current marital status (see above requirements verification of current relationship status) 	<ul style="list-style-type: none"> ❑ Adoption Certificate, <u>OR</u> ❑ 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"> □ Proof of legal guardianship¹ 	<ul style="list-style-type: none"> □ Official Birth Certificate* or birth record (<i>covered dependent's name must be listed as parent</i>), <u>AND</u> □ Verification that parent of child is eligible and covered as dependent child noted above 	<ul style="list-style-type: none"> □ Official Birth Certificate*, <u>AND</u> □ Proof of continuous coverage (no break in coverage), <u>AND</u> □ Social Security Administration award letter, <u>OR</u> □ A recent Social Security Income statement, <u>OR</u> □ 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** are required for enrollment.

For children with no SSN Please contact HR Benefits for assistance if your dependent is working through the immigration process but has not yet obtained a SSN. *A SSN is not required for enrollment as a child under the plan, utilizing an Individual Tax Identification Number (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 a relationship equivalent to the documentation requirements of the employee's biological dependents.

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