

# Health Insurance Documentation Requirements for Dependents

## WHO YOU MAY COVER:

- Your legal Spouse
- Your legal Dependents

Your dependent children up to ages allowed by contract, state and federal law.

**Note:** *If you elect new dependent coverage for **health insurance**, you are **required** to submit the necessary documentation for that dependent to the Risk and Benefits Management Department within your allowed 30-day enrollment window. Failure to provide the necessary documentation within the enrollment window will result in dependent coverage not being processed or valid and employee only coverage will be implemented.*

**ALL DOCUMENTATION MUST BE EMAILED TO** [Insurance@volusia.k12.fl.us](mailto:Insurance@volusia.k12.fl.us) or **via interoffice mail** to Risk and Benefits Management at DeLand Administration Bldg. (DAC) no later than your 30 day election window.

## **Required Documents to Verify Eligibility of Dependents**

### Legal Spouse

- Legible photocopy of a certified marriage certificate **and**
- Joint documentation – a current document addressed to both parties such as a utility bill, mortgage statement, 1040 income tax form or auto insurance statement

### Natural Child, Stepchild or Adopted Child

- A certified birth certificate or court document that establishes the relationship between employee and dependent.

### Child Under Legal Guardianship

- Court document that establishes permanent legal guardianship, assigned to the employee or spouse. The document must be signed and/or stamped by a member of the court.