

CALVERT COUNTY PUBLIC SCHOOLS

Eligibility Definitions and Required Documentation

Dependents	Definition of Eligibility	Documentation Required
Spouse	A person who is legally married to the employee or retiree (whether opposite sex or same sex).	<ul style="list-style-type: none"> • Copy of marriage certificate AND • Copy of Spouse's social security card AND • If married one or more years, copy of Page1 of your most recent Federal Tax Return* (Form 1040) that shows the dependent listed as "Spouse" OR • Complete the CCPS Marriage Recertification Form (Ask Benefits Specialist for this Form)
Child(ren) <i>(Natural, adopted, or child under Qualified Medical Support Order)</i>	<p>Your child(ren) may be covered to the end of the month in which the child turns age 26.</p> <p>Dependent children over the age limit if they are incapable of self-support because of a physical or mental incapacity that started before they reached the age limit and are chiefly dependent on enrollee or enrollee's spouse for support.</p>	<ul style="list-style-type: none"> • Copy of birth certificate showing employee/retiree as a parent AND • Copy of Child's social security card • In the case of adoption, copy of a legal pre-adoptive or adoptive agreement • If applicable, copy of Qualified Medical Child Support Order
Stepchild	Your spouse's child(ren) provided they are substantially dependent upon you for support and maintenance. They must also meet the age requirements above for natural and adoptive children.	<ul style="list-style-type: none"> • Copy of birth certificate (or adoption agreement) showing the name of employee's spouse; AND • Copy of Child's social security card • Copy of marriage certificate showing the employee and spouse (parent) name AND • If married one or more years, copy of Page1 of your most recent Federal Tax Return* (Form 1040) that shows the dependent listed as "Spouse". OR • Complete the CCPS Marriage Recertification Form (Ask Benefits Specialist for this Form)
Grandchild	A grandchild who is in the court ordered custody, resides with and is the dependent of the enrollee or the enrollee's spouse. The grandchild must meet the age requirements for natural and adoptive children.	<ul style="list-style-type: none"> • Copy of the Final Court order with judge's signature and seal.

*Note: For tax forms you only need to provide copy of first page and you may black out all financial information and all but the last 4 digits of any Social Security Numbers.

To obtain copies of the documents listed above contact your State's Bureau of Vital Statistics or visit vitalchek.com.

Effective: 07/01/2025