



## Who's Eligible for Benefits?

You are eligible to participate in benefits **on your first day of work** if you are:

- A Teacher, Teaching Assistant, Nurse
- A Clerical Employee or CSEA Non Teaching Employee
- An Administrator or Certain Unaffiliated Employees

You are also able to enroll your eligible dependents, which include your spouse and dependent children.

Children are eligible for health care coverage until the end of the month in which they attain age 26.



If you are covering an eligible dependent for the first time, you will need to provide documentation to prove dependency. Once you enroll, you will receive dependent verification information along with your enrollment confirmation statement.

You must submit the required dependent verification documentation by November 30, 2023.

Failure to provide documentation may result in the inability to cover your dependent(s).

To submit your documentation:



**Email:** [benefits@mamkschools.org](mailto:benefits@mamkschools.org)



# What I Need to Know

## Benefit Eligibility Requirements

Eligibility Category	Required Documentation
Spouse Individual to whom you are legally married <i>Both opposite-sex and same-sex marriages are included.</i>	Most recent (2022) 1040 Tax Return (the page that lists filing status and exemptions). If the 2022 1040 has not been filed, please provide the current year's extension and the prior year's 1040 (2021). If newly married, a copy of the marriage license.
<b>Children</b> Dependent child under the age of 26, including:	
<b>Biological Child</b>	<b>Biological Child</b> – Copy of the child's state issued birth certificate showing the employee's name as parent, or the first page of your most recent tax return. If your child is under six months old, you may provide the proof of birth provided by the hospital.
<b>Adopted/Foster Child</b>	<b>Legal Guardian, Adopted or Foster Child</b> – Final Court Order with presiding judge's signature and seal, or Adoption Final Decree with presiding judge's signature and seal.
<b>Stepchild</b>	<b>Stepchild</b> – Copy of the child's state issued birth certificate showing the employee's spouse's name as a parent or the first page of your most recent tax return. AND A copy of the marriage certificate showing the employee and parent's name.

