



Iowa City Community School District

Educational Services Center

Stephen F. Murley Superintendent of Schools

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Re: Documentation of Eligibility for Health and Dental Insurance Plans

For enrollments in the health and dental insurance plans effective July 1, 2012 and beyond, the district will begin requiring the following documentation for proof of eligibility:

- Marriage Certificates
- Birth/Adoption Certificates
- Divorce Decrees (only the first and last page required)
- Certificate of Credible Coverage (for forced loss of coverage as a qualifying event)
- Completed Affidavit of Alternative Eligibility (completed by spouse or dependent for termination of coverage due to eligibility elsewhere as a qualifying event)

Coverage will be denied for spouse and/or dependents if proper documentation is not provided within the 30 day window. If a request has been made for the documentation (i.e. a request to the county for a duplicate certificate) proof of the request will be accepted until the actual copy is available. Any cost incurred for obtaining the above records will be the responsibility of the employee.