

Documentation Worksheet

This is a list of acceptable documentation to prove the relationship of your covered family members in response to the dependent eligibility audit. If you need information on how to obtain any of the documents, please read the Frequently Asked Questions section of our website www.eip.sc.gov/audit. **Please be sure to submit photocopies of your documentation. PEBA Insurance Benefits scans the submitted documents and destroys them at the end of the process.** Please do not use a highlighter on submitted documents. Highlighted items appear blacked out when they are scanned.

Where to find documentation:

If you do not have the required documentation, you may have to pay a fee to receive one from the governmental agency that has the original. We encourage you to request your documentation as soon as possible since this process may take several weeks and many agencies increase fees for expedited delivery.

- Federal tax return: www.irs.gov (Under "Tools" click on the link for "Get Transcript of Your Tax Records")
- Marriage license/birth certificate: <http://www.cdc.gov/nchs/w2w.htm>
- Continuing Marriage Affidavit: http://www.eip.sc.gov/publications/Continuing_Marriage_Affidavit.pdf
- Birth certificate (for children born in SC): www.scdhec.gov/administration/vr/index.htm.

Legal Spouse:

- 1) Marriage license and page 1 of your current federal tax return. If married filing separately, submit page 1 of both federal tax returns. To protect your privacy, please black out all financial information.
OR
- 2) Marriage license and a notarized copy of the Continuing Marriage Affidavit.
OR
- 3) If not married long enough to file a joint tax return, a photocopy of your marriage license.

Former or Separated Spouse:

- 1) Photocopy of divorce decree ordering the subscriber to cover the former spouse. If separated, a copy of the separation agreement or legal document indicating a divorce is in progress.

Common Law Spouse (provide both):

- 1) One of the following to prove that you and your spouse live at the same residence (submit one for yourself and one for your spouse):
 - Lease or mortgage
 - Auto registration
 - Drivers license
 - Pay stub (with your address listed)
 - Utility bill

- Current tax return
- 2) **PLUS** one proof of current financial interdependency:
 - Joint ownership of your home
 - Joint lease/rental agreement
 - Joint homeowner/renters insurance policy*
 - Joint bank account statement* or a voided check
 - Joint credit card statement*

*Account numbers and account balances may be blacked out.

NOTE: If you have not already submitted a signed, notarized Common Law Marriage Affidavit, you should do so at this time.

Natural Child:

- 1) A copy of a birth certificate (long form¹) showing the subscriber as the parent.

Step Child:

- 1) A copy of the birth certificate showing the name of the natural parent (long form¹), **plus** proof that the natural parent and the subscriber are married (see Legal Spouse/Common Law Spouse requirement above).

Adopted Child:

- 1) A copy of a birth certificate (long form¹) showing the subscriber as parent
- OR**
- 2) Court documentation verifying completed adoption
- OR**
- 3) A letter of placement from an adoption agency, an attorney or the S.C. Department of Social Services, verifying the adoption is in progress.

Foster Child:

- 1) A court order or other legal document placing the child with the subscriber, who is a licensed foster parent.

Other Children:

- 1) For all other children for whom a subscriber has legal custody, a court order or other legal document granting custody of the child to the subscriber. Documentation must verify the subscriber has guardianship responsibility for child, not merely financial responsibility.

Incapacitated Child:

- 1) Proof of incapacitation was established at time of enrollment. See the appropriate child type (natural, step, foster or other) in the list above for acceptable proof of relationship. If you have not submitted a copy of page 1 of your federal tax return in the last year, you must do so at this time to demonstrate that the child is principally dependent on you, the subscriber, for support and maintenance. If your incapacitated child is employed, you must also submit a copy of page 1 of his federal tax return.

¹ If your child's birth certificate does not include the parent's names, it is the short form and will not be accepted. To obtain a long form, see your local S.C. Department of Health and Environmental Control office. You may also request this information by mail. See www.scdhec.gov/administration/vr/index.htm for instructions.