



Benefitfocus Guide Dependent Eligibility Verification

Dependent eligibility verification must be completed for each spouse/dependent child(ren) requested to be covered under SoWashCo Schools group plan(s). Coverage will not be in place until this required step is completed within the limited window allowed for the event.

| Dependent Definition | Required Documentation |
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| <p>Child of employee or spouse</p> <p>Includes the following under the age of 26:</p> <ul style="list-style-type: none"> • Biological child • Stepchild • Legally adopted child • Child legally placed for adoption • Child by legal guardianship <p>NOTE: coverage may continue beyond age 26 if dependent child has a mental or physical disability and is dependent on the employee for his or her support and maintenance. Carrier will send employee form to be completed.</p> <p>If spouse is not a covered dependent under SoWashCo Schools group plan, and the dependent child is not legally or biologically your own, documentation to substantiate marriage will also be required.</p> | <p>Birth certificate, hospital birth record, naturalization certificate or consular report of birth abroad. Must contain:</p> <ul style="list-style-type: none"> • Name of employee or spouse • Name of the child • Date of birth <p>OR</p> <p>Adoption paperwork or legal guardianship court order. Must contain:</p> <ul style="list-style-type: none"> • Name of employee or spouse • Name of the child • Notary signature/indication document has been filed with the court. <p>OR</p> <p>Divorce decree, custody agreement or qualified medical child support order (QMCSO). Must contain:</p> <ul style="list-style-type: none"> • Name of employee or spouse • Name of the child • Statement of responsibility for health coverage. • Notary signature/indication document has been filed with the court. |
| <p>Grandchild of employee or spouse</p> <p>Your unmarried grandchild is eligible for coverage if the grandchild is:</p> <ul style="list-style-type: none"> • your tax dependent; or • placed in your legal custody; or | <p>Birth certificate. Must contain:</p> <ul style="list-style-type: none"> • Name of the child of the employee or spouse • Name of the grandchild • Date of birth <p>OR</p> |



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| <ul style="list-style-type: none"> legally adopted or placed with you for the purpose of adoption. <p>The grandchild must be financially dependent upon you for more than one-half of their support, resided with you continuously since birth, and you must claim the grandchild as a dependent on your tax return.</p> <p>NOTE: A copy of the birth certificate of your child who is the parent of the grandchild must also be submitted; except for adoption.</p> | <p>Legal guardianship court order. Must contain:</p> <ul style="list-style-type: none"> Name of the child of the employee or spouse Name of the grandchild Notary signature/indication document has been filed with the court <p>AND YOU MUST ALSO SUBMIT</p> <p>Last two years of your U.S. tax return (first page only of Form 1040). Must contain:</p> <ul style="list-style-type: none"> Tax authority – Federal Name of the grandchild |
| <p>Legal spouse</p> <p>A person who is legally married to an employee.</p> | <p>Marriage certificate. Must contain:</p> <ul style="list-style-type: none"> Name of employee Name of spouse Date of marriage Certifier’s signature/official seal <p>OR</p> <p>Last two years of your U.S. tax return (first page only of Form 1040). Must contain:</p> <ul style="list-style-type: none"> Tax authority – Federal Name of employee Name of spouse Married filing jointly or married filing separately If married filing separately spouse’s name must appear on form |