

**CALVERT COUNTY PUBLIC SCHOOLS**  
**Eligibility Definitions and Required Documentation**  
**for Health Insurance Elections**

<b>Dependents</b>	<b>Definition of Eligibility</b>	<b>Documentation Required</b>
<b>Spouse</b>	A person who is legally married to the employee or retiree	<ul style="list-style-type: none"> <li>• Copy of marriage certificate  <b>ALSO</b>  <b><u>If married one or more years:</u></b> </li> <li>• Copy of Page1 of your most recent Federal Tax Return* (Form 1040) that shows the dependent listed as "Spouse"</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Complete the CCPS Marriage Recertification Form (Ask Benefits Specialist for this form)</li> </ul>
<b>Child(ren)</b>  <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 26.</p> <p>Dependent children age 26 and over 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"> <li>• Copy of birth certificate showing employee/retiree as a parent  <b>ALSO</b></li> <li>• In the case of adoption, copy of a legal pre-adoptive or adoptive agreement</li> <li>• If applicable, copy of Qualified Medical Child Support Order</li> </ul>
<b>Stepchild</b>	<p>Your spouse's child(ren) provided they are substantially dependent upon you for support and maintenance may be covered to the end of the month in which he or she turns 26.</p> <p>Dependent stepchildren age 26 and over if they are incapable of self-support because of 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"> <li>• Copy of birth certificate (or adoption agreement) showing the name of employee's spouse  <b>AND</b></li> <li>• Copy of marriage certificate showing the employee and spouse (parent) name  <b>ALSO</b>  <b><u>If married one or more years:</u></b> </li> <li>• Copy of Page1 of your most recent Federal Tax Return* (Form 1040) that shows the dependent listed as "Spouse"</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Complete the CCPS Marriage Recertification Form (Ask Benefits Specialist for this form)</li> </ul>
<b>Grandchild</b>	A grandchild who is in 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"> <li>• Copy of the Final Court order with judge's signature and seal</li> </ul>

\*Note: For tax forms you only need to provide a copy of the 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](http://vitalchek.com).

Effective: 08/01/2025