

Dependent Verification Guide

Please email required documentation to DependentVerification@palmbeachschools.org or fax to 561 434-8103.

Eligible Covered Dependent	Document to Submit	Additional Requirements
Legal Spouse (married less than 1 year)	Government issued marriage certificate	None
Legal Spouse (married 1 year or more) Note: A divorce MUST be reported within 30 days <u>and</u> the ex-spouse removed from all plans.	Government issued marriage certificate PLUS additional Requirements (Financial information should be redacted out for your privacy)	• Current or Prior Year Federal Tax Return (1040) showing married filing status or • Proof of common residence and • Proof of recent financial interdependence (examples: Joint Bank statement, joint auto insurance, utility bills dated within the past 60 days)
Domestic Partner (less than 1 year)	Registered Domestic Partnership Certificate and Receipt and SDPBC Domestic partner Affidavit	None
Domestic Partner (1 year or more)	Registered Domestic Partnership Certificate and receipt, SDPBC Affidavit PLUS the Additional Requirements	• Proof of common residence (deed; lease; mortgage; utilities showing both names/same address dated within 60 days) • Proof of financial interdependence (loan, bank statement in both names dated within 60 days)
Biological or adopted child up to age 26	Government issued birth certificate or final adoption decree/certificate	None
Child under legal guardianship up to age 26	Court documents naming you or your legal spouse as guardian of the child	Periodic updates upon request
Child placed in your home pending adoption up to age 26	Court document placing child in your home	Periodic updates upon request
Step-child up to age 26	Government issued birth certificate and Government issued marriage certificate (financial information should be redacted for your privacy)	If married less than 1 year...None If married 1 year or more: • Current or Prior Year Federal Tax Return or • Proof of common residence and • Proof of financial interdependence
Child of covered Domestic Partner up to age 26	Government issued birth certificate	Domestic Partner Proof from above since Domestic Partner must also be enrolled
Disabled Child (Deemed disabled prior to 26; Unable to be self-sustaining and financially independent)	Government issued birth certificate and Social Security Administration letter deeming the child disabled prior to the child turning 26 years of age.	Periodic proof of sustained disabled and financial dependency
Newborn child of a covered family member	Government issued birth certificate if Newborn's parent is	Your family member (the parent) must

(up to a maximum of 18 months)	enrolled	also be insured and eligible under the plan(s).
Over-aged Adult Child (26 – 30 years) (not disabled) Adult Child must: · Be unmarried · Not have children of their own · Not have other major medical insurance available	Government issued birth certificate and Application for Medical Insurance for Over- aged Adult Child (District Hub) · Current driver's license · State ID as proof of FL residence · Current school registration · Proof of continuous insurance · Meet Fla. Statute 627.6562	Over-aged Medical application

Notes:

1. District Employees are not allowed to cover another District employee as a dependent on medical or life insurance
2. Disabled Children must have current evidence of medical verification of sustained disabled status
3. Blackout any social security and detailed financial information prior to submission to protect your privacy