

Documentation Requirements for the Collier County Public Schools Dependents/Spouses

Dependent Type	Definition	Required Documentation
Spouse	An individual to whom you are legally married	1. Marriage Certificate AND 2. Tax Return*, <u>*If Tax Return is not available because you were recently married and haven't filed a tax return with your new spouse yet, proof of a current relationship (such as joint bank account, joint ownership of a residence, evidence of shared household expenses, or joint ownership of a loan or mortgage) may be substituted. Other exceptions may apply.</u>
Dependent Child Under Age 26	Your legal child married or unmarried	1. Birth Certificate listing the employee as parent, or 2. Court order dictating that the employee provides health insurance for the child, if applicable, 3. Court issued paperwork establishing the employee as parent/guardian, if applicable.
Dependent Child Age 26 to 30	Extended-Coverage Child**	1. Birth Certificate listing the employee as parent, or 2. Court order dictating that the employee provides health insurance for the child, if applicable. 3. Court issued paperwork establishing the employee as parent/guardian, if applicable. 4. Affidavit of Dependent Eligibility
Stepchild	Your unmarried stepchild	1. Birth Certificate listing the employee's spouse as parent, and 2. Marriage Certificate 3. Divorce decree establishing employee's spouse as custodial parent, if applicable. 4. Divorce decree establishing employee's spouse must provide health insurance, if applicable.

*If providing your tax return, please provide your most recent federal income tax return, which will list your dependents. **If you filed electronically**, please provide the first page of your 1040 form and your E-file confirmation (conceal income amounts). **If you did not file electronically**, please provide both pages of your 1040 form (second page contains your signature and the date - conceal income amounts).

**An Extended-Coverage Child as defined by Florida Statute 627.6562 who is twenty-six (26) years of age but less than thirty (30) years of age may continue to be an eligible Dependent if the Dependent child was covered under this Plan on the last day of the Calendar Year after the Dependent child attains twenty-six (26) years of age and meets all of the following criteria required by Florida Statute:

1. Unmarried without Dependents of their own; and
2. A Florida resident or a full or part-time student; and
3. Not provided coverage under any other health plan or policy; and
4. Not entitled to coverage under Medicare.

If you have lost or misplaced a birth certificate or a marriage certificate, and need to obtain a duplicate, please visit:

www.cdc.gov/nchs/w2w.htm or www.vitalchek.com

Dependent documentation must be submitted to the Benefits & Wellness Office within 30 days of the dependent coverage effective date.