☐ **If you are a Retiree or COBRA Participant, check box**

Broward County Public Schools

Benefits Dependent Verification Form

Completing this Verification Form and presenting the required document(s) does not complete the enrollment process for your dependent(s).

For Employees, please add your dependent(s) in the "Dependent and Beneficiary" section in Cloud Benefits, along with the date of birth and social security number for each dependent prior to submitting the Dependent Verification documents to the Benefits Department.

Print Dependent's Name First MI Last	Date of Birth	*Rel Code	Birth Certificate Verified	Marriage Certificate Verified	Tax Returns Verified	Adoption Records Verified	Legal Guardian Verified	Domestic Partner Must provide one (1) item from List A and one (1) item from List B List A (item must show both names and/or same address)	List B	Comments
			☐	☐	☐	☐	☐			
			☐	☐	☐	☐	☐	Driver's License ☐	Joint Bank Account Statement ☐	
			☐	☐	☐	☐	☐	Ownership of a Motor Vehicle ☐		
			☐	☐	☐	☐	☐		Joint Credit Card Account Statement ☐	
			☐	☐	☐	☐	☐	Mortgage Document ☐		
			☐	☐	☐	☐	☐	Deed ☐	Designation of each person as authorized signatures for a Safety Deposit Box or Joint Wills ☐	
			☐	☐	☐	☐	☐	Lease ☐		
			☐	☐	☐	☐	☐	Utility Bill ☐		

***Relationship (Rel) Codes**

Please select the related dependent code: SP-Spouse, **BC**-Birth Child, **SC**-Stepchild, **AC**-Adopted Child, **FC**-Foster Child, **DP**-Domestic Partner, **DPC**-Domestic Partner Child, **LGC**-Legal Guardian Child/Grandchild, **GC**-Grandchild (newborn child of an unmarried dependent child).

My signature below indicates I understand that providing my dependent verification documents **does not** enroll my dependent(s) into a plan. I must complete the enrollment by using the applicable online platform or form (if outside the Open Enrollment period), to enroll my dependent(s) into my health, dental and/or vision coverage(s).

Name (Print)	**Signature**	**Personnel Number**
Benefits Staff (Print)	**Benefits Staff Signature**	**Verification Date by Staff**

Dependent Verification for Active Employees

Frequently Asked Questions (FAQ)

1. **Q: What is Dependent Verification?**

   A: Dependent Verification ensures that all enrolled dependents meet the established dependent eligibility criteria.

2. **Q: Why is the District conducting this process?**

   A: To enhance the administration of its benefits programs, the District requires all employees to complete the dependent verification process. This ensures that dependents enrolled in health, dental, and/or vision plans meet the District's established eligibility criteria.

3. **Q: Who is required to provide this verification documentation?**

   A: All employees, retirees and COBRA participants who wish to enroll new, unverified dependent(s) in their health, dental and/or vision plan(s) must complete the dependent verification process.

4. **Q: Who is not required to provide this verification documentation?**

   A: All employees, retirees and COBRA participants who have already verified their dependent(s) – by submitting a completed Dependent Verification Form along with supporting documentation to the Benefits Department – are not required to complete the process for those dependent(s).

5. **Q: Who is considered an eligible dependent?**

   A: Eligible dependents are defined as:

   - Spouse
   - Domestic partner
   - Child(ren) – enrollment until the end of the month the child(ren) turns age 26
     - Biological child
     - Stepchild
     - Foster child
     - Domestic Partner's child (domestic partner must be enrolled)
     - Child for whom the employee is a legal guardian
     - Adopted child
     - Child placed with the employee for adoption
     - Totally disabled adult child (documentation from Social Security required)

- Unmarried dependent's child (a child/dependent of an unmarried dependent may be enrolled up to eighteen (18) months from the date of birth or until the end of the month the unmarried dependent turns age 26; whichever comes first)
- Adult child ages 26-30

6. Q: Do I need to verify my life insurance beneficiaries?

A: No. The verification process is not applicable for beneficiaries.

7. Q: Can I enroll my grandchild(ren)?

A: You may enroll your grandchild(ren) if you have been granted legal guardianship. You must provide the legal guardian court document(s) to the Benefits Department.

You may also enroll a child (your grandchild) of an unmarried dependent who is currently enrolled in your health plan, if the eligibility criteria are met, as outlined in the eligible dependent section (question #5) on page one (1).

8. Q: How do I verify my dependent(s)?

A:

1. Add dependent information to the Cloud Benefits by logging into HR Connect through your Clever Directory at sso.browardschools.com.
   - Select the Cloud Benefits platform from the HR Connect homepage and enter your dependent's details in the "Dependent and Beneficiaries" section.
   - Required fields: Date of birth and Social Security number for each dependent.

2. Submit Verification Documents

   After entering the information, send an email to **benefits@browardschools.com** by **5:00 p.m. on Wednesday, October 21, 2026**.

   Your email must include:

   - **Subject line**: Please enter "Dependent Verification".
   - A **completed Dependent Verification Form** (included in this FAQ packet).
   - The **required dependent verification documents** (refer to the chart at the end of this FAQ).

⚠ No exception will be made for late or incomplete submissions.

3. Review and Confirmation

   Benefits staff will:

   - Review your documents.
   - Verify eligibility.
   - Record the information.
   - Provide email confirmation for your records.

☑ This process must be completed **before** you can enroll your dependent(s) in your plans through the Cloud Benefits Enrollment Platform -- either during the Open Enrollment period or via the Status Change process outside of Open Enrollment.

4. Once you receive an email confirmation, you may enroll your dependent(s) in your benefits plan(s) through the Cloud Benefits platform before Open Enrollment ends on Friday, October 23, 2026.

5. Privacy Reminder

   Please redact Social Security numbers from any document that you email (e.g., tax returns).

9. Q: What document(s) will I need to submit to verify my dependent(s) that I would like to add during Open Enrollment?

A: Some of the required documents include, but are not limited to the following:

- Marriage certificate (for spouses)
- Birth certificate
- Adoption records
- Legal guardianship documentation
- Tax returns: the last three (3) consecutive years of filed tax-returns (please redact social security numbers before submitting). The Benefits Department will not retain your tax return documents.

Please refer to the Dependent Verification Required Documents Chart at the end of this FAQ for a list of additional required verification documents.

Documents written in languages other than English MUST be translated into English by a certified Translation Company. You may log on to www.naces.org to select an accredited translation company. The closest company in South Florida provides this service is:

Josef Silny
7101 SW 102nd Avenue
Miami, FL 33173
305-273-1616
www.jsilny.com

10. Q: When do I need to provide the verification document(s)?

A: The timeframe for you to provide the required dependent verification document(s) to the Benefits Department is listed below:

- **Newly Hired and Benefit Eligible Employees**

As a newly hired employee, you are required to complete the dependent verification process before enrolling any applicable dependent(s) in your benefit plans through the Cloud Benefits platform.

1. Submit Required Documents

   Within thirty (30) days of receiving your benefits notification email, you must email the following to **newhire@browardschools.com**:

   Your email must include:

   - **Subject line**: Please enter "Dependent Verification".
   - A **completed Dependent Verification Form** (included in this FAQ packet).
   - The **required dependent verification documents** (refer to the chart at the end of this FAQ).

2. Important Deadline:

   If you do not complete the required steps by the deadline listed in your benefits notification email:

   - Your dependent(s) will not be added to your benefit plan(s).
   - You will need to wait until the next Open Enrollment period in October to enroll your dependent(s).
     - Once your dependent(s) are verified and successfully enrolled during Open Enrollment, their insurance coverage will begin on **January 1st of the following year**.

- **Enrolling unverified Dependent(s) During Open Enrollment (October 1 – 23, 2026)**

1. Add dependent information to the Cloud Benefits by logging into HR Connect through your Clever Directory at sso.browardschools.com.
   - Select the Cloud Benefits platform from the HR Connect homepage and enter your dependent's details in the "Dependent and Beneficiaries" section.
   - Required fields: Date of birth and Social Security number for each dependent.

2. Submit Verification Documents

   After entering the information, send an email to **benefits@browardschools.com** by **5:00 p.m. on Wednesday, October 21, 2026**.

   Your email must include:

   - **Subject line:** Please enter "Dependent Verification".
   - A **completed Dependent Verification Form** (included in this FAQ packet).
   - The **required dependent verification documents** (refer to the chart at the end of this FAQ).

⚠ No exception will be made for late or incomplete submissions.

3. Review and Confirmation

   Benefits staff will:

   - Review your documents.
   - Verify eligibility.
   - Record the information.
   - Provide email confirmation for your records.

☑ This process must be completed **before** you can enroll your dependent(s) to your plans through the Cloud Benefits platform -- either during the Open Enrollment period or via the Status Change process outside of Open Enrollment.

4. Once you receive email confirmation, you may enroll your dependent(s) in your benefit plans through the Cloud Benefits platform before Open Enrollment ends on Friday, October 23, 2026.

5. Privacy Reminder

   Please redact Social Security numbers from any document you email (e.g., tax returns).

6. Coverage Effective Date

   Once your dependent(s) are verified and successfully enrolled during Open Enrollment, their insurance coverage will begin on **January 1st of the following year**.

Documents written in languages other than English MUST be translated into English by a certified Translation Company. You may log on to www.naces.org to select an accredited translation company. The closest company in South Florida that provides this service is:

Josef Silny
7101 SW 102nd Avenue
Miami, FL 33173
305-273-1616
www.jsilny.com

REMINDER: Completion of the Dependent Verification Form **does not** constitute enrollment of your dependent(s).

- You MUST also complete the online enrollment process through the Cloud Benefits platform by the Open Enrollment deadline, Friday, October 23, 2026. If you verify and enroll a dependent(s) during Open Enrollment, the coverage will take effect on January 1, 2027.

11. Q: What happens if I miss the deadline -- Wednesday, October 21, 2026 -- to submit the Dependent Verification Form and required dependent verification documents to the Benefits Department at benefits@browardschools.com?

A: If you do not complete the dependent verification process by the deadline -- Wednesday, October 21, 2026 -- you will not be able to enroll your dependent(s) in your benefit plan(s) at this time. You will need to wait until the next Open Enrollment period in October 2027 to add your dependent(s), effective, January 1, 2028.

12. Q: How can I add a dependent after the Open Enrollment period has ended?

A: You can add a dependent(s) outside Open Enrollment, if you and/or your dependent experience a change in status or qualifying event.

The District intends to provide you with the broadest ability to make mid-year election changes permitted in accordance with Internal Revenue Service (IRS) Section 125 rules. To summarize those IRS rules, you cannot change your level of participation unless you experience a change in status/qualifying event. You must notify the Benefits Department within 30 days (60 days for government sponsored health coverage) of such events.

Please view a list of the qualifying events below.

A change in status is defined as one (1) of the following events:

- **Marital status** – marriage, divorce or death of a spouse
- **Change in the number of tax dependents** – birth, death or adoption
- **Change in status of employment** – commencement or termination of employment
- **Gain or loss of dependent's eligibility** – coverage requirements under the plan are no longer satisfied
- **Change in residence** – a gain or loss of eligibility due to change of residency that is outside of the covered service area
- **Judgment, decree or court order** – case specific
- **Open enrollment under another employer's plan** - when your dependent makes an Open Enrollment change under their employer's plan
- **Entitlement to Medicare, Medicaid or other government sponsored health coverage** (not including Marketplace/Obamacare coverage) - gain or loss of coverage. You have 60 days to notify the Benefits Department for this event only.
- **Marketplace/Obamacare Coverage (HealthCare.gov)** – the 30-day rule applies for insurance acquired through the Marketplace/Obamacare.

⚠ Please note, gain or loss of coverage through individual policies is NOT applicable unless the coverage is through the Marketplace/Obamacare (Healthcare.gov).

⚠ Cancellation of coverage due to non-payment is not considered a "qualifying event".

13. Q: What if I do not have any dependent(s) currently enrolled, I would like to add them during next year's Open Enrollment. Can I submit the verification documents to the Benefits Department in advance?

A: Yes, you may submit the verification documents in advance.

1. Submit Verification Documents

   Your email must include:

   - **Subject line**: Please enter "Dependent Verification".
   - A **completed Dependent Verification Form** (included in this FAQ packet).
   - The **required dependent verification documents** (refer to the chart at the end of this FAQ).

2. Review and Confirmation

   Benefits staff will:

   - Review your documents.
   - Verify eligibility.
   - Record the information.
   - Provide email confirmation for your records.

3. Once you receive an email confirmation, you may enroll your dependent(s) in your benefit plans through the Cloud Benefits platform during the Open Enrollment period.

4. Privacy Reminder

   Please redact Social Security numbers from any document you email (e.g., tax returns).

5. Coverage Effective Date:

   Once your dependent(s) are verified and successfully enrolled during Open Enrollment, their insurance coverage will begin on **January 1st of the following year**.

Established 1915
BROWARD
County Public Schools

DEPENDENT VERIFICATION REQUIRED DOCUMENTS

We have provided a list of the most commonly required supporting documents for various types of dependent coverage. Please note that this list may not include every possible document; however, the documents you submit must clearly demonstrate your relationship to the dependent. All required documents must be sent to the Benefits Department by the applicable deadline.

COVERED DEPENDENT	VERIFICATION DOCUMENTS
Legal Spouse	• Government-issued Marriage Certificate or • Last three (3) years of filed Income Tax-Returns. First page only and redact the SS#s.
Domestic Partner Palm Beach, Broward or Miami-Dade Residents; Non-Tri-County Residents	• Proof of Domestic Partner Registration (county). • Please visit the Benefits Department's website at www.browardschools.com/benefits and click on the "Documents" link to retrieve and review the Domestic Partner Enrollment Form for completion.
Birth Child Maximum Age 26	• Government-issued Birth Certificate (birth registration cards are not accepted). Parent's name(s) must be on the Birth Certificate, or • Last three (3) years of filed Income Taxes, listing child(ren) as dependent(s). First page only and redact the SS#s.
Adopted Child Maximum Age 26	• Legal adoption documents naming employee (subscriber) as parent. • If a spouse (not employee) is the adoptive parent, a government-issued Marriage Certificate. is also required.
Stepchild Maximum Age 26	• Both the government-issued Marriage Certificate and government-issued Birth Certificate (birth registration cards are not accepted).
Domestic Partner's Child Maximum Age 26	• Government-issued Birth Certificate (birth registration cards are not accepted). Domestic Partner must also be enrolled.
Legal Guardianship/ Custody	• Government-issued Birth Certificate (birth registration cards are not accepted). • Court documents naming the employee as Legal Guardian/Custodian. • If spouse (not employee) is the guardian/custodian, a government-issued Marriage Certificate is also required
Grandchild from Birth to Age 18 Months or Until Adult Child Reaches Ages 26 (whichever is less)	• Government-issued Birth Certificate (birth registration cards are not accepted) of grandchild. • Government-issued Birth Certificate (birth registration cards not accepted) of covered dependent birth parent who is also enrolled in the plan.
Disabled Adult Child	• Government-issued Birth Certificate (birth registration cards are not accepted). • Social Security document deeming the child disabled prior to turning 26 years old.
Unmarried 26 Years or Older Over-Aged Adult Children	• Government-issued Birth Certificate (birth registration cards are not accepted). • Copy of Student's Schedule or Florida State issued ID. • To be eligible for enrollment the Adult Child must: ▪ be unmarried ▪ have no dependents ▪ have no other major medical insurance coverage or entitled to Medicare (Title XVIII of the Social Security Act)