

Broward County Public Schools

Benefits Dependent Verification Form

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

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 <u>prior</u> to submitting the Dependent Verification documents to the Benefits Department.			Birth Certificate	Marriage Certificate	Tax Returns	Adoption Records	Legal Guardian	Domestic Partner Must provide one (1) item from List A and one (1) item from List B		Comments
Print Dependent's Name First MI Last Date of Birth *Rel Code			Verified	Verified	Verified	Verified	Verified	List A (item must show both names and/or same address) List B		
			☐	☐	☐	☐	☐	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

Revised 09-2024

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RETIREE AND COBRA PARTICIPANTS

Frequently Asked Questions (FAQ)

1. **Q. What is Dependent Verification?**
A. Dependent Verification is the process of ensuring all enrolled dependents meet the established dependent eligibility criteria.
2. **Q. Why is the District conducting this process?**
A. In a continuous effort to improve the management of its Benefits Program, the District requires the completion of the Dependent Verification Process to ensure all dependents enrolled in the Health, Dental and/or Vision Plans meet the District's established Dependent Eligibility Criteria.
3. **Q. Who is required to provide this verification documentation?**
A. All Employees, Retirees and COBRA Participants who would like to enroll a **new unverified dependent(s)** into the Health, Dental and/or Vision Plan(s).
4. **Q. Who is not required to provide this verification documentation?**
A. All Employees, Retirees and COBRA Participants who **verified** (previously submitted a completed Dependent Verification Form and supporting documentation to the Benefits Department) their currently enrolled or previously enrolled dependent(s). Completion of this process will **not be required** again.
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 your currently enrolled unmarried dependent (your son/daughter) may be added to the Health Plan up to eighteen (18) months from the date of birth or until the end of the month the enrolled unmarried dependent (your son/daughter) turns age 26; whichever comes first)
 - Adult Child ages 26-30

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6. **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 your unmarried dependent (your son/daughter) who is currently enrolled in your Health Plan, as long as the criteria are met, as noted in the Eligible Dependent Section (question #5) noted on page one (1).
7. **Q. How do I verify my dependent(s)?**
A. In order to verify your dependent(s), you **MUST** present the completed Dependent Verification Form and one of the supporting documents listed on the Dependent Verification Chart, which is included at the end of this FAQ to the Benefits Department. Staff will review the documents, verify eligibility, record the information, and provide you with a receipt for your records. Also, you are required to complete the enrollment of your dependent(s) into the desired eligible plan(s) through the **Benefits Outsource, Inc. (BOI) Open Enrollment platform** as instructed in your Retiree/COBRA Open Enrollment Notice by **Friday, October 23, 2026**.
8. **Q. What if I am unable to visit the Benefits Department, what are my other options for verifying my dependent(s)?**
A. If you are unable to visit the Benefits Department to present your documents, you can mail a copy of the required documents to the Benefits Department. In addition, you have the option to email your documents to **benefits@browardschools.com** by **Wednesday, October 21, 2026**, to allow staff ample time to review, verify and respond to you, should any additional information be required. This will ensure that you will have enough time to add your eligible dependent(s), no later than Friday, October 23, 2026, through the Benefits Outsource, Inc. (BOI) Open Enrollment platform as instructed in your Retiree/COBRA Open Enrollment Notice.
9. **Q. What document(s) will I need to submit to verify my dependent(s)?**
A. In addition to the completed **Dependent Verification Form**, which is included in this FAQ, some of the required supporting documents you will need to also submit include, but are not limited to Marriage Certificate, Birth Certificate, Adoption or Legal Guardianship Records. You may also provide the last three (3) consecutive years of filed Tax>Returns, in order to verify your dependent's eligibility. Please note, the Benefits Department's Staff **WILL NOT** keep your Tax Returns.

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

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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, which 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 present the verification document(s)?

A. The timeframe for you to present the required Dependent Verification document(s) to the Benefits Department is listed below:

Adding unverified dependent(s) during the Open Enrollment period (October 2026)

If you desire to add a dependent(s) during Open Enrollment, you will be required to present the Dependent Verification documents to the Benefits Department's Staff, no later than **Wednesday, October 21, 2026, in order to allow staff time to review, verify and respond to you, should any additional information be required; ensuring that you will have enough time to add your eligible dependent(s), no later than Friday, October 23, 2026 through the BOI platform.** If you are unable to visit the Benefits Department to present your documents, you can mail a copy of the required documents to the Benefits Department. You may also email your documents to [**benefits@browardschools.com**](mailto:benefits@browardschools.com). After reviewing your documents, staff will provide you with a receipt for your records confirming completion of the verification process. Enrollment of your dependent(s) is required through the online Benefits Outsource, Inc. (BOI) platform by Friday, October 23, 2026, as instructed in your Retiree/COBRA Open Enrollment Notice.

Failure to meet the verification deadline of **Wednesday, October 21, 2026**, will result in your **unverified dependent(s)** not being enrolled in your plan(s), effective January 1, 2027. You will have to wait until **next year's Open Enrollment period in October 2027** to add your dependent(s) to your plan(s), **effective January 1, 2028**. The Dependent Verification Process will also apply at that time.

Please note, completion of the **Dependent Verification Form** **does not** constitute enrollment of your dependent(s). As a reminder, you **MUST** also complete the online enrollment of your dependent(s) through the Benefits Outsource, Inc.(BOI) platform as noted in your Retiree/COBRA Open Enrollment Notice. Further enrollment instructions can be located on the Benefits Department website at [**browardschools.com/benefits**](http://browardschools.com/benefits) by clicking on the **Open Enrollment 2027** link. If you add a dependent(s) during Open Enrollment, their coverage will become effective, January 1, 2027.

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You may present or submit your Dependent Verification Form and one of the applicable Dependent Verification document(s) included in the Dependent Verification Chart at the end of this document to the Benefits Department at the location noted below:

Benefits Department
7770 W. Oakland Park Boulevard Sunrise, FL 33351 754-321-3100 Monday – Friday 9:00 a.m. – 5:00 p.m. No later than Wednesday, October 21, 2026

11. Q. What happens if I **do not** provide the required Dependent Verification document(s) for my dependent(s) by Wednesday, October 21, 2026?
- A. Failure to meet this deadline will result in your **unverified dependent(s)** not being enrolled in your plan(s), **effective January 1, 2027**. You will have to wait until **next year's Open Enrollment period in October 2027**, in order to add your dependent(s) to your plan(s), **effective January 1, 2028**. The Dependent Verification Process will also apply at that time.
12. Q. How do I enroll an already verified dependent(s) during the Open Enrollment period?
- A. If you are re-enrolling a previously verified dependent, you **do not** have to re-verify them again. You may enroll your verified dependent through the Benefits Outsource, Inc. (BOI) platform as noted in your Retiree/COBRA Open Enrollment Notice by Friday, October 23, 2026. Further enrollment instructions can be located on the Benefits Department website at **browardschools.com/benefits** by clicking on the **Open Enrollment 2027** link.
- If you desire to enroll an unverified dependent, please refer to page three (3) for further information on this process and the Benefits Department's location where you may visit or submit your documents to, in order to complete the verification process.
13. Q. How can I add a dependent **after** the Open Enrollment period has ended?
- A. You can add a dependent outside Open Enrollment if your dependent(s) experience a change in status/qualifying event.

▪ **Adding a dependent outside of the Open Enrollment period (Change in Status/Qualifying Event)**

If you would like to add a dependent(s) outside of Open Enrollment, you are required to notify the Benefits Department, if your dependent(s) experience a change in status/qualifying event. The notification **MUST** be completed within thirty (30) days of the change in status/qualifying event date (**60 days for government-sponsored health coverage**) by emailing the Status Change Form located on the Benefits Department website at **browardschools.com/benefits** in the Documents Section and supporting document(s) (proof of loss of coverage on company letterhead) to **benefits@browardschools.com**.

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The Dependent Verification Process is also required, where applicable. To complete the Dependent Verification Process, submit the **Dependent Verification Form** and one of the applicable **Dependent Verification documents** included in the **Dependent Verification Chart**, which is at the end of this FAQ.

The following chart summarizes the IRS requirements and timelines, which allows you to change the level of your benefits coverage for you and/or your dependent(s) mid-year.

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 a change of residency that is outside of the covered service area
- **Judgment, Decree or Court Order** – case specific
- **Open Enrollment Under Other 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 of 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”.

As a reminder, you will also be required to present or submit the Dependent Verification document(s) to the Benefits Department. Please log-on to **browardschools.com/benefits** and select the “Change in Status Outside of Open Enrollment” document in the Documents Section, in order to obtain further information regarding the change in status/qualifying events.

14. Q. If I am not currently enrolled in one of the plans (Health, Dental or Vision), can I enroll in one (1) of these plans during the Open Enrollment period?
- A. No, if you discontinued any portion of the coverage after you separated from Broward County Public Schools (BCPS) or did not make monthly premium payments in the current year, **you are not permitted** to enroll into the desired plan(s) during subsequent Open Enrollment periods.

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DEPENDENT VERIFICATION REQUIRED DOCUMENTS

We have listed the most commonly required supporting documentation for various types of dependent coverage. This list may not be all-inclusive. **The proof must substantiate the relationship.** You **must** supply the document(s) to the Benefits Department by the applicable required deadline.

COVERED DEPENDENT	VERIFICATION DOCUMENTS
Legal Spouse	- Government-issued Marriage Certificate or - Last three (3) years of filed Income Tax>Returns
Domestic Partner Palm Beach, Broward or Miami-Dade Residents; Non-Tri-County Residents	- Proof of Domestic Partner Registration (county) - Please visit the Benefits Department website at www.browardschools.com/benefits and click on the "Documents" link in order 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 Tax>Returns, listing child(ren) as dependent(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 a government-issued Certificate of Live Birth (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 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 documents 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 schedule or Florida State-issued ID. - To be eligible for enrollment the Adult Child <u>must</u>: - be unmarried - have no dependents - have no other major medical insurance coverage or be entitled to Medicare (Title XVIII of the Social Security Act)