West Irondequoit Central School District
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To: Employees Eligible for Health/Dental Insurance Benefits

From: Benefits Office

Subject: Dependent Verification

West Irondequoit Central School District requires validation of all dependents enrolling in insurance through the District. **(<u>If your coverage is new or changing, please be sure to have the required documentation included at the time of enrollment/change.</u>)**

<u>Required Documents:</u>

Spouse: A copy of your marriage certificate (with a visible official seal) **<u>AND</u>** one form of documentation**, <u>dated within the last 2 months</u>**, establishing current marital status (i.e. joint household bill, joint bank account, joint mortgage/lease, jointly filed federal tax return) at your current address. (***A tax return is not the only documentation required. That will only show current marital status and address).**

Dependents:
Children: A copy of the child's birth certificate, naming you, or your documented spouse, as the child's parent; or the appropriate court order/adoption decree naming you, or your documented spouse, as the child's legal guardian. (NOTE: Children under a legal guardianship arrangement will also require a copy of the most recent year filed federal income tax return confirming the status of the child as a dependent.) For **NEWBORNS**, in most cases, documentation (birth certificate and social security number) will be available to you within the 30-day window. **(New parents are encouraged to start the process shortly after the baby's birth, so that the baby has coverage, and the 30-day window is met. <u>Until the baby's birth certificate and SSN are available, please provide a copy of your baby's hospital birth information with the enrollment form you are submitting</u>).**

Disabled Dependents: A copy of the child's birth certificate, naming you, or your documented spouse, as the child's parent; or appropriate court order/adoption decree naming you, or your documented, spouse as the child's legal guardian <u>AND</u> a copy of the front page of the most recent year filed federal tax return confirming the status of the child as a dependent.

Please be prepared to provide these documents, at the time of enrollment/change, to add anyone other than the subscriber to insurance coverage. Copies should be marked "not for official use". **Dependents cannot be added without the proper documentation.** Contact the Benefits Office at 336-4781 if questions arise.

Thank you for your cooperation.