

Eligible Dependents for Health, Dental, and Vision Plans

Below is a list of eligible dependents and the required documentation you need will to submit to add them to your benefit plans. Be sure to only provide photocopies of the documents, not originals, and provide full social security numbers for each dependent.

SPOUSE - Your spouse under legally valid existing marriage. If your spouse is eligible for Medical benefits through any source (with the exception of Medicare) he or she can only be enrolled in the Dental and Vision plans.

Required: A photocopy of your marriage certificate and most recent 1040EZ page from your federal tax return (you may black out financial information if you wish)

Additional Requirement for the Medical plan: Both forms above, plus, complete the Adult Dependent Medical Plan eligibility form

CHILD - Your child may be eligible for Medical, Dental and Vision benefits up to the age of 26. If your child is 19 – 26 years of age, eligible for Medical benefits through any source, including employment, they can only be enrolled in the Dental and Vision plans.

Required for any child: A photocopy of the birth certificate – including the names of the biological parents

Any child 19 – 26 that is going to be added to medical must have an Adult Dependent Medical Plan eligibility form completed.

Additional documentation is defined below under specific child relation.

Children are defined as follows:

Biological Child – Your biological child. Eligible for Medical, Dental and Vision benefits up to the age of 26, unless he or she is eligible for benefits through their own employment.

Step-Child- Your step-child residing in your household who depends upon you for maintenance and support. Eligible for Medical, Dental and Vision benefits up to the age of 26 unless he or she is eligible for benefits through his or her own employment. **Additional documentation needed: Photocopy of marriage certificate and first page of federal tax return.**

Adopted Child- Any legally adopted child (including a child living with the adopting parents during the period of probation), who depends on you for maintenance and support. **Additional documentation needed: Legal adoption documentation**

Disabled Child- A child who, by physical or mental handicap, is incapable of self-support upon attaining the limiting age in the Plan will be considered as a Dependent, while remaining incapacitated and unmarried, subject to your own coverage continuing in effect. **Additional documentation needed: Medical documentation AND Social Security Determination submitted to medical carrier prior to the age limit (26) when coverage would otherwise have ended.**

Legal Ward- A child who is related to you by blood or marriage and for whom you are the legal guardian provided the child permanently resides in the household of which you are the head and is actually being supported solely by you. **Additional documentation needed: Legal guardianship papers showing full financial support and custody responsibilities.**