

Dependent Eligibility Audit: January 6 – March 5, 2020

Accepted Documents

Below is a list of documents required to verify your dependent(s) eligibility for medical coverage. For all spouse verifications, at least two forms of documentation are required. One document to verify the relationship initially existed (proof of relationship) and the second to verify the relationship still exists (e.g., proof of ownership). If you have any questions, call **Your Benefits Resources** at **877-262-4849** weekdays from 8 a.m. to 9 p.m. EST.

Can't Find a Birth Certificate or Marriage License?

Most states have a Department of Health which can provide copies of birth certificates for a fee. You can find information about this service on your state's website. For marriage licenses, try contacting the local government office in the city or town in which you were married.

Things to Remember

- **Send copies only. Originals will not be returned.**
- Black out Social Security numbers appearing on any documents you submit.
- Only send the first page of your prior year Federal tax return that shows your dependents.
- Black out all dollar amounts appearing on Federal tax returns.

Dependent Type	Examples of Supporting Documents
Legal Spouse	<ul style="list-style-type: none"> • Government issued marriage certificate and federal tax return issued within last 2 years listing spouse, or • Government issued marriage certificate/proof of joint ownership issued within last 6 months, or • Government issued marriage certificate only (if married in last 12 months) • Reverify only: Current year federal tax return listing legal spouse • Reverify only: Proof of joint ownership issued within last 6 months
Common-Law Spouse	<ul style="list-style-type: none"> • Affidavit of common-law marriage and federal tax return issued within last 2 years listing spouse, or • Affidavit of common-law marriage and proof of joint ownership issued within last 6 months • Reverify only: Current year federal tax return listing common-law spouse • Reverify only: Proof of joint ownership issued within the last 6 months

Dependent Type	Examples of Supporting Documents
Domestic Partner	<ul style="list-style-type: none"> • Affidavit of domestic partner registration and proof of joint ownership issued within last 6 months, or • Certificate of domestic partner registration and proof of joint ownership issued within last 6 months • Reverify only: Proof of joint ownership issued within last 6 months
Civil Union Partner	<ul style="list-style-type: none"> • Civil union partner certificate and proof of joint ownership issued within last 6 months • Reverify only: Proof of joint ownership issued within last 6 months
Biological Child	<ul style="list-style-type: none"> • Government issued birth certificate (including parents' names)
Disabled Biological Child (Age 26 or older)	<ul style="list-style-type: none"> • Government issued birth certificate (including parents' names) and federal tax return issued within last 2 years claiming child
Adopted Child	<ul style="list-style-type: none"> • Adoption certificate (including child's date of birth), or • Adoption placement agreement or petition for adoption (including child's date of birth)
Disabled Adopted Child (Age 26 or older)	<ul style="list-style-type: none"> • Adoption certificate (including child's date of birth) and federal tax return issued within last 2 years claiming child
Step Child	<ul style="list-style-type: none"> • Government issued birth certificate (including parents' names) and government issued marriage certificate and federal tax return issued within last 2 years listing spouse, or • Government issued birth certificate (including parents' names) and government issued marriage certificate and proof of joint ownership issued within last 6 months, or • Government issued birth certificate (including parents' names) and government issued marriage certificate only (if married in last 12 months), or • Government issued birth certificate (including parents' names) and affidavit of common-law marriage and federal tax return issued within last 2 years listing common-law spouse, or • Government issued birth certificate (including parents' names) and affidavit of common-law marriage and proof of joint ownership issued within last 6 months

Dependent Type	Examples of Supporting Documents
Disabled Step Child (Age 26 or older)	<ul style="list-style-type: none"> • Government issued birth certificate (including parents' names) and government issued marriage certificate and federal tax return issued within last 2 years listing spouse and federal tax return issued within last 2 years claiming child, or • Government issued birth certificate (including parents' names) and government issued marriage certificate and joint ownership issued within last 6 months and federal tax return issued within last 2 years claiming child, or • Government issued birth certificate (including parents' names) and government issued marriage certificate only (if married in last 12 months) and federal tax return issued within last 2 years claiming child, or • Government issued birth certificate (including parents' names) and affidavit of common-law marriage and federal tax return issued within last 2 years listing common-law spouse and federal tax return issued within last 2 years claiming child, or • Government issued birth certificate (including parents' names) and affidavit of common-law marriage and proof of joint ownership issued within last 6 months and federal tax return issued within last 2 years claiming child
Domestic Partner Child	<ul style="list-style-type: none"> • Government issued birth certificate (including parents' names) and affidavit of domestic partnership and proof of joint ownership issued within last 6 months, or • Government issued birth certificate (including parents' names) and certificate of domestic partner registration and proof of joint ownership issued within last 6 months
Disabled Domestic Partner Child	<ul style="list-style-type: none"> • Government issued birth certificate (including parents' names) and affidavit of domestic partnership and proof of joint ownership issued within last 6 months and federal tax return issued within last 2 years claiming child, or • Government issued birth certificate (including parents' names) and certificate of domestic partner registration and proof of joint ownership issued within last 6 months and federal tax return issued within last 2 years claiming child

Dependent Type	Examples of Supporting Documents
Legal Ward	<ul style="list-style-type: none"> • Government issued birth certificate (including parents' names) and court ordered document of legal custody
Disabled Legal Ward	<ul style="list-style-type: none"> • Government issued birth certificate (including parents' names) and court ordered document of legal custody and federal tax return issued within last 2 years claiming child
Foster Child	<ul style="list-style-type: none"> • Government issued birth certificate and foster care letter/paperwork