

DEPENDENT VERIFICATION

New hires MUST furnish proper documentation to verify dependent eligibility.

What documents do I need to verify my dependent's eligibility?

The following documents meet the criteria for verification of dependent eligibility:

1. **Spouse** - Original or copy of government issued Marriage Certificate
2. **Birth Child** - Original or copy of government issued Birth Certificate that shows proof of relationship
3. **Step Child** - Original or copy of government issued Birth Certificate that shows proof of relationship **AND** Marriage Certificate to child's parent
4. **Adopted Child** - Legal Adoption records naming employee as parent. If the spouse (not employee) is the adoptive parent, a Marriage Certificate is required
5. **Child born outside of the USA** - Naturalization papers that show proof of relationship
6. **Legal Guardianship** - Original or copy of government issued Birth Certificate **AND** Court order naming employee as legal guardian. If the spouse (not employee) is the guardian, a Marriage Certificate is required. Educational guardianship is not sufficient documentation.
7. **Grandchild (newborn to 18 months of age)** - Original or copy of government issued Birth Certificate that shows proof of relationship **AND** Original or copy of government issued Birth Certificate of parent who is also enrolled in the plan. *If a grandchild is older than 18 months, Legal Guardianship must be obtained and provided in order to remain on the plan.*
8. **Disabled Adult Child** - Original or copy of government issued Birth Certificate that shows proof of relationship
9. **Domestic Partner** - Notarized written Domestic Partner declaration **AND** two documents showing proof of joint financial and joint residency (see page 6 for the District Domestic Partner School Board Rule).
10. **Domestic Partner's Child** - Original or copy of government issued Birth Certificate that shows proof of relationship. Domestic Partner must also be enrolled.

Effective Dates

All benefited staff — your benefits are effective the first of the month after your date of hire.

***Note:** If your potential effective date has passed, you have not yet enrolled and are still within your enrollment period, *insurance is effective the day of enrollment.*