

Dependent Documentation Requirements

Proof of eligibility must be submitted for each dependent within 30 days from enrollment. Coverage may be terminated for any dependent whose eligibility has not been verified.

Dependent Relationship	Documentation Requirements
Spouse	Marriage Certificate
Natural Child	Birth Certificate (must list employee as a parent). Note: birth registration, SS card or passport is not valid proof.
Stepchild	Birth Certificate (must list employee's spouse as a parent) and Marriage Certificate.
Adopted Child	Court Documentation of adoption.
Legal Custody or Guardianship	Court documentation defining guardianship or legal custody. Note: Notarized affidavit is not acceptable documentation. Temporary custody does not constitute legal custody.
Disabled Dependents Over Age 26	Social Security Disability Documentation. Disabled dependents are eligible only if covered by a School Board Healthcare plan or Flexible Benefits plan prior to the date of disability. Additionally, if coverage is terminated, it cannot be reinstated.
Grandchildren	Legal Custody or Guardianship documentation.
Domestic Partner (Not Married)	Affidavit of Domestic Partnership and any two of the following, demonstrating a minimum of a year (12 consecutive months) partnership: <ul style="list-style-type: none"> • Joint mortgage or lease of residence • Joint ownership of a motor vehicle • Joint bank or investment account • Joint credit card or other financial responsibility • Will naming the partner as the beneficiary • Life Insurance policy naming the partner as the beneficiary OR: Affidavit of Domestic Partnership and copy of registration under applicable law state or municipality
Children of Domestic Partner	Birth Certificate (must list domestic partner as a parent) and Domestic Partner documentation as defined above. Note: Domestic Partners must be included in coverage.