

To: Duval County Public Schools Employee

From: Risk Management Department, Employee Benefits

Re: Newly Added Dependent(s)

When adding new dependent(s) to Duval County Public Schools' group benefit plans, you must certify that your dependent(s) are eligible for coverage. Eligible dependent(s) include your legal spouse, unmarried natural child(ren), child(ren) for whom you have been appointed legal guardianship, step-child(ren) and legally adopted child(ren).

Acceptable forms of identification to add eligible dependent child(ren) or a spouse:

1. Birth Certificate (dependent child)
2. Adoption Decree (dependent child)
3. Court Order (dependent child)
4. Marriage Certificate (spouse)

Please fax or mail copies of your verification of eligibility to Risk Management, Employee Benefits Department within 14 calendar days from your enrollment. Please include your name and personnel number on your documentation.

Risk Mgmt. Dept., Employee Benefits
Attn: Crystal Wright
1701 Prudential Dr
Jacksonville FL 32207
904-390-2074 phone
904-390-2566 fax

Failure to provide the requested documentation will result in your newly added dependent coverage being terminated effective October 1, 2009.

Ed Pratt-Dannals, Superintendent of Schools

Duval County Public Schools is committed to providing all Duval County students with a high-quality, rigorous education that will inspire them to dream and reach their goals.