

To: Duval County School Employee  
From: Risk Management Department, Employee Benefits  
Re: Overage Dependents Verification Instructions

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If you currently cover dependent(s) 19 and older on DCPS' Blue A or Blue C Medical Plan, a Verification of Eligibility for Certain Dependent Children form must be completed and returned to Risk Management. This document will be used to verify dependent medical eligibility for all dependents age 19 and older.

In order for your overage dependent to be eligible for coverage under DCPS medical plan, he/she must meet the following requirements:

- Unmarried; and
- Legal Dependent (Court documents of legal custody required); and
- Totally dependent upon you for support; and
- Currently living at home; and/or
- Part-time/Full-time student; or
- Incapacitated or Handicapped- (physician statement required)

If your overage dependent(s) meet the eligibility requirement, please complete all areas of the form which is located on page 68 of your 2009-2010 Flexible Benefits Plan Reference Guide. The form must be completed and returned to Risk Management by October 30, 2009.

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

**If your overage dependent child(ren) do not meet the eligibility requirements or you do not return this form by the date indicated, your dependent medical coverage will automatically terminate on 1/1/2010.**

Please contact Risk Management at 904-390-2074 if there are any questions.

# VERIFICATION OF ELIGIBILITY FOR CERTAIN DEPENDENT CHILDREN

**RETURN TO: DCPS RISK MANAGEMENT, 1701 Prudential Dr., Jacksonville, FL 32207, or Fax 904-390-2566**

The limiting age and satisfaction requirement for a dependent child is set forth in the contract issued to your employer by Blue Cross & Blue Shield of Florida, Inc. or Health Options, Inc. (BCBSF/HOI). In the event a claim is denied, it is the insured/member's sole responsibility to establish that the child(ren) meets the applicable requirements for continued eligibility. **Additionally, BCBSF/HOI may request documentation to ensure that a child meets and continues to meet such requirements.** This eligibility provision does not modify any other eligibility requirements. (Please refer to your *Certificate of Coverage* or *Member Handbook* for more information.)

A dependent child may be allowed to remain covered provided the child meets the following requirements:

- The child is dependent upon the certificate holder for support; AND
- The child is living in the household of the certificateholder, and/or
- The child is a full time or part-time student (you must refer to your *Certificate of Coverage* or *Member Handbook* for group specific student status criteria)

Please note: the child(ren) **must** be dependent upon the certificateholder for support and meet all the criteria specified in the group contract as described in your *Certificate of Coverage* or *Member Handbook*. If the dependent child(ren) fails to meet these requirements, the eligibility will terminate.

## DEPENDENT VERIFICATION FORM

**Based upon the above dependent criteria, please provide the following information for the dependent child(ren) listed below who is/are attaining or exceeding the age of 19 by the end of this calendar year (2009) and is/are currently enrolled in your health plan. Please do not use this form to add dependents into your plan. For additions you must contact your Group Administrator.**

Relation to you: Indicate if son or daughter. If other, please explain.	Dependent's Name	Social Security Number	Date of Birth			Supported by you?  (MUST BE COMPLETED)		If dependent is supported by you, this section must be completed. Indicate appropriate response (YES or NO) under each column.								
								Living with you		Student:				*Handicapped		
								YES	NO	Full Time		Part Time		YES	NO	
			MM	DD	YYYY	YES	NO	YES	NO	Yes	No	Yes	No	YES	NO	

**THIS SECTION MUST BE COMPLETED BY THE EMPLOYEE**

**I represent that the statements on this form are true and complete and understand and agree that any misstatements may result in denial of benefits and/or termination of coverage/membership.**

Employee Signature: X \_\_\_\_\_ Contract Number or Social Security Number: \_\_\_\_\_ Date: \_\_\_\_\_

**\*INCAPACITATED OR HANDICAPPED DEPENDENTS:** Please attach a statement from the dependent's physician certifying that the dependent is incapable of self-sustaining employment by reason of mental retardation or physical handicap, and is chiefly dependent upon the certificateholder for support and maintenance. (Please refer to your *Certificate of Coverage* or *Member Handbook* for more information.)

**IMPORTANT NOTICE FOR COBRA/FHICCA CONTINUANTS:** If you and your dependents are currently continuing health care coverage through COBRA/FHICCA, you must adhere to the guidelines concerning enrollment verification required by the COBRA/FHICCA administrator for your group health plan. Please contact your COBRA/FHICCA Administrator for details.