

# DCPS DEPENDENT ELIGIBILITY REQUIREMENTS

DCPS requires that all dependents be verified as eligible for benefits coverage (this also applies if you remove dependents from your coverage and then re-enroll them at a future date). This requirement is part of an important initiative to ensure legal compliance and good governance, and is intended to aid in the District's continuing efforts to control healthcare costs.

## What does this mean for you?

If you are a DCPS employee and you are enrolling dependents or re-enrolling previously-covered dependents, you'll need to provide documentation verifying their eligibility under DCPS's plan rules. It's important to understand that if you can't produce that documentation when DCPS requests it, any unverified dependents will be removed from your coverage retroactive to the original date on which they were added.

## Why is DCPS requiring this verification?

Dependent eligibility verification is a growing trend nationwide. This type of verification helps us to ensure that DCPS's benefits plans are there for the people who need them—our employees and their dependents. The District also has certain fiduciary duties under federal law, as well as under our own Principles of Responsible Conduct. Dependent eligibility verification is one of the best ways for us to way to meet these responsibilities. Finally, dependent eligibility verification can also help DCPS in our continuing quest to control healthcare costs. Keeping healthcare affordable for all employees is critically important, and ineligible dependents drive up the cost of benefits for everyone.

## How does dependent verification work?

There are several situations in which you may enroll or re-enroll an eligible dependent in your benefits coverage:

- During your new employee enrollment;
- During Open Enrollment;
- Following a qualifying life event change; or
- Following a change in your work status

## How do I know if my dependents are eligible?

Eligible dependents include but are not limited to your spouse, children up to the end of the month the child(ren) reaches age 26, and disabled children.

## Where do I go if I still have questions?

If you have questions about verifying your dependents' eligibility, please call DCPS Employee Benefits at 904-390-2353.

## Acceptable Documents:

Dependent Relationship	Documentation Required
Spouse (Married Prior to Current Calendar Year)	<ul style="list-style-type: none"> <li>• Copy or Original government issued marriage certificate; And</li> <li>• Copy or Original IRS 1040 Tax Return; And</li> <li>• Social Security Number</li> </ul>
Spouse (Married on or After January 1 <sup>st</sup> of Current Calendar Year)	<ul style="list-style-type: none"> <li>• Copy or Original government issued marriage certificate; And</li> <li>• Social Security Number</li> </ul>
Natural Children: Ages 0-26 years of age	<ul style="list-style-type: none"> <li>• Copy or Original government issued birth certificate (Hospital Certificate of Birth is acceptable for Newborns); OR</li> <li>• Copy or Original legal guardianship court documents listing the District employee or District retiree as legal guardian; AND</li> <li>• Social Security Number</li> </ul>
Step-Children: Ages 0-26 years of age	<ul style="list-style-type: none"> <li>• Copy or Original government issued marriage certificate; AND</li> <li>• Copy or Original government issued birth certificate(s); OR</li> <li>• Copy or Original legal guardianship court documents listing the District employee or District retiree as legal guardian; AND</li> <li>• Social Security Number</li> </ul>
Child(ren) under Legal Guardianship, Custody or Foster Care: Ages 0-26 years of age	<ul style="list-style-type: none"> <li>• Copy or Original legal guardianship document from Courts; OR</li> <li>• Copy or Original legal custody documentation from Courts; OR</li> <li>• Copy or Original foster care documentation from Courts; AND</li> <li>• Social Security Number</li> </ul>
Grandchild(ren) 0-18 months	<ul style="list-style-type: none"> <li>• Copy or Original government issued birth certificate of child(ren) stating child was born to an insured dependent child of the District employee or District retiree; OR</li> <li>• Legal Court document listing District employee or District retiree as the legal guardian; AND</li> <li>• Social Security Number</li> </ul>
Incapacitated or Handicapped Dependents (Over age 26)	<ul style="list-style-type: none"> <li>• Copy or Original government issued birth certificate(s); OR</li> <li>• Copy or Original legal guardianship Court documents listing employee as legal guardian; AND</li> <li>• Social Security Number; AND</li> <li>• Statement from the dependent's physician certifying that the dependent is incapable of self-sustaining employment by reason of retardation or physical handicap, and is chiefly dependent upon the employee or retiree for support and maintenance.</li> </ul>

**NOTE: It is your responsibility to respond to insurance companies and DCPS periodic inquiries about dependent eligibility. Failure to provide timely dependent verification information will result in loss of dependent coverage.**