

Employee Dependent Eligibility Requirements and Acceptable Documentation

SPOUSE - Your Lawful Spouse

Acceptable Forms of Documentation

Documentation must support the current spousal relationship:

Submit the following set of documents:

PROOF A - Relationship (one of the following documents):

- Copy of presently valid legal or religious marriage certificate, which must include the date of marriage.

AND

PROOF B - Interdependency

- Copy of your latest Federal income tax return (1040, 1040A or 1040EZ) listing your spouse's name and indicating a filing status of married. The entire tax return is not required, only the page that lists filing status and exemptions.

Additional Acceptable Forms of Documentation

If an employee is unable to provide the Federal income tax return listed above, the employee must provide one of the following documents:

PROOF B

- In addition to the acceptable tax forms listed above, a copy of the employee's latest Federal income tax return form 1040X listing the required information will be acceptable.
- For spouse only — A copy of an official IRS tax transcript of the employee's latest Federal income tax return listing the name of the employee's spouse and indicating a filing status of married will be acceptable.
- Copy of a utility bill such as electricity, water or cable listing the names of both you and your spouse and dated within the last 12 months.
- Copy of a statement from a joint bank account such as checking, savings, loan or credit card listing the names of both you and your spouse and dated within the last 12 months.
- Copy of a vehicle registration listing the names of both you and your spouse as owners and dated within the last 12 months.
- Copy of a lease or mortgage statement listing the names of both you and your spouse and showing the current address to be the same as your address on file and dated within the last 12 months.
- Copy of an insurance statement or policy such as homeowner's, renter's or auto listing the names of both you and your spouse as policy holders and dated within the last 12 months.

Employees married in the last 12 months need only supply their valid marriage certificate; they do not need to provide proof of interdependency.

NOTES: A former spouse is not eligible.

CHILD UP TO THE AGE 26

Your children up to the age 26 which includes:

- natural children or stepchildren
- legally adopted children or children placed for adoption
- other children for whom you are a court appointed legal guardian.

Acceptable Forms of Documentation

Documentation must support the parental relationship. Submit any one of the following documents:

PROOF C

- Copy of your latest Federal income tax return (1040 or 1040A) showing the child listed as your dependent (daughter, son or child). The entire tax return is **not required, only the page that lists filing** status and exemptions.
- Copy of the child's legal or hospital birth certificate naming you or your spouse as the child's parent.
- Copy of a final court order (divorce decree/custody agreement) naming you or your spouse as the child's parent. All documents must include the following information: names of the child and parent, official signature and/or court seal/stamp.
- Copy of legal adoption papers issued by the courts naming you or your spouse as the adoptive parent. All documents must include the following information: names of the child and parent, official signature and/or court seal/stamp.
- Copy of legal guardianship or custody papers issued by the courts naming you or your spouse as the child's guardian or custodian. All documents must include the following information: names of the child and guardian or custodian, official signature and/or court seal/stamp.
- Copy of a Qualified Medical Child Support Order (QMCSO) showing you are required to provide medical coverage for the child. Documentation must state your current employer's name and include the names of the child and parent.

Additional Acceptable Forms of Documentation

In addition to the acceptable tax forms listed above, a copy of the employee's latest Federal income tax return form 1040X listing the required information will be acceptable.

NOTES: If you are providing documentation for your stepchild (a child of your spouse), you must also provide the required documentation listed above for your spouse even if your spouse is not covered under the Plan.

- Dependent children are not eligible to be covered as dependents of more than one employee under the Anthem Health Plan.
- Foster children are not eligible.

CHILD AGE 26 AND OVER

Any dependent **disabled child**, age 26 or over who otherwise meets the criteria for "child" and is:

- Incapable of self-sustaining employment by reason of mental or physical disability, and
- Chiefly dependent upon you for support and maintenance.

Acceptable Forms of Documentation

Documentation must support the dependent relationship, financial dependency, and disabled status.

Submit the following set of documents:

PROOF D

- Copy of your latest Federal income tax return (1040 or 1040A) showing the child listed as your dependent (daughter, son or child). The entire tax return is not required, only the page that lists filing status and exemptions.

AND (one of the following documents):

PROOF E

- Physician statement certifying that the dependent child cannot support themselves because of a physical or mental disability prior to reaching the maximum age. All information must be pre-printed.

Additional Acceptable Forms of Documentation

In addition to the acceptable tax forms listed above, a copy of the employee's latest Federal Income Tax form 1040X listing the required information will be acceptable.

NOTES: If you are providing documentation for your stepchild (a child of your spouse), you must also provide the required documentation listed above for your spouse even if your spouse is not covered under the Plan.

- Dependent children are not eligible to be covered as dependents of more than one employee under the Anthem plan.

HUMAN RESOURCES BENEFITS CONTACT INFORMATION

BENEFITS WEBSITE:	PHONE:	FAX:	MAIL:
https://www.norfolkhealthcareconsortium.com . Email: HRBENEFITS@norfolk.gov	757-664-4486, Option 1	757-664-4492	800 East City Hall Avenue, 3 rd Floor, Norfolk, VA 23510