

Covering Dependents Under the District's Group Health Plan



Dependent Verification

Employees who elect to enroll their spouse or dependent children in the District's group health plan (medical, dental, vision and life insurance) are required to provide documentation verifying their dependent's eligibility. Dependent verification requirements apply to all current employees, as well as employees experiencing a mid-year qualifying event.

To verify your dependents, you must submit the required documentation as defined in the Dependent Verification Documentation chart. Documentation must be sent to

CBIZ by the close of business on the final day as defined in the Dependent Verification Document Due Date Chart on the next page. Documentation must be uploaded to the CBIZ platform.

Dependent Verification Documentation Requirements

(Submit copies of the required documentation as described below).

Spouse	• Government issued marriage certificate AND • Most recent tax return transcript from IRS.
Children up to age 26	• Child's government issued birth certificate or adoption certificate naming the employee or spouse as the child's parent. • Court order naming employee or spouse as legal guardian. • Records showing the employee or spouse as the dependent's foster parent.
Child of a covered dependent	• Newborn's birth certificate naming the covered dependent as the parent.
Unmarried child age 26 up to age 30	• The same documentation for children under age 26 and • An affidavit of adult child and • Documentation of student status or • Bill or statement in the child's name dated within the past 60 days showing Florida residency.
Disabled children age 26 or older	• The same documentation for children under age 26 and • Most recent tax return transcript from IRS and • Medical documentation.

Employees covering a stepchild or a child who is the legal guardian of their spouse would be required to provide documentation of their current relationship to their spouse.

**If you have previously provided your marriage certificate, you need only provide your annual tax return transcript.*