



# Required Documentation and Dependent Eligibility During Open Enrollment

Below is a list of the most commonly requested documentation for qualified status changes.

**Important tip:** To order lost or missing dependent documentation, visit <http://www.cdc.gov/nchs/w2w.htm>.

If you are:	Submit your Election Form and the following documentation:
Adding a dependent	<ul style="list-style-type: none"> <li>● <i>Spouse:</i> Official state marriage certificate (certified by appropriate state or county official)</li> <li>● <i>Biological child:</i> State birth certificate*</li> <li>● <i>Adopted child:</i> Copy of adoption or placement for adoption papers</li> <li>● <i>Step child:</i> State birth certificate*, marriage certificate and divorce decree or custody papers</li> <li>● <i>Disabled child:</i> Medical plan verification of disability prior to age 26</li> <li>● <i>Legal custody:</i> Copy of court order granting legal custody</li> <li>● <i>Gaining/losing coverage elsewhere:</i> Proof of new/cancelled coverage, dependent documentation</li> </ul> <p>* <i>Must show plan member or spouse/domestic partner as parent.</i></p>
Moving	Personal Data Form showing new address

You may enroll eligible dependents in your medical, prescription drug, dental and/or vision plans. If a dependent is no longer eligible (for example, your ex-spouse), remove him or her from your coverage since you must pay 100% of the claims expenses for any ineligible dependent who remains on the plan.

Can I enroll or maintain coverage for my...?		
Spouse	If we are legally married? If we are in a domestic partnership If we are divorced or the domestic partnership has dissolved?	Yes No No
Children	Who are my biological, legally adopted, stepchildren, children of a domestic partner or children under my legal custody <i>and</i> who are: <ul style="list-style-type: none"> <li>● Under age 26?</li> <li>● Age 26 and over? (unless incapable of self support)</li> </ul>	Yes No
Relatives	Such as siblings, parents, grandparents, grandchildren, nieces and nephews?	No
Domestic Partners	Existing domestic partnerships prior to June 28, 2016 are grandfathered under the plan.	Yes