

Sample Dependent Audit Verification Guidelines

DOCUMENTS MUST BE PROVIDED BY THE CLOSE OF THE ENROLLMENT PERIOD.

We have listed the most commonly required supporting documentation for different types of dependent coverage. This list may not be all inclusive. The proof must substantiate the relationship.* Contact Risk & Benefits Management for unusual circumstances. *You must supply original documents to the benefits technician in Risk & Benefits Management.*

COVERED DEPENDENT	VERIFICATION DOCUMENTS
Legal spouse	Original government-issued marriage certificate
Domestic partner Palm Beach, Broward or Miami-Dade residents; non tri-county residents	<ul style="list-style-type: none"> • Proof of domestic partner registration (county) • Receipt for recording fee • Notarized domestic partner affidavit
Birth child Maximum age 25	<ul style="list-style-type: none"> • Original government-issued birth certificate (birth registration cards not accepted)
Adopted child Maximum age 25	Legal adoption documents naming employee (subscriber) as parent. If a spouse (not employee) is the adoptive parent, an original government-issued marriage certificate is also required
Stepchild Maximum age 25	<ul style="list-style-type: none"> • Original government-issued marriage certificate • Original government-issued birth certificate (birth registration cards not accepted)
Domestic partner's child Maximum age 25	<ul style="list-style-type: none"> • Original government-issued birth certificate (birth registration cards not accepted) Domestic partner must also be enrolled
Legal guardianship/ custody	<ul style="list-style-type: none"> • Original government-issued birth certificate (birth registration cards not accepted) • Court documents naming employee (subscriber) as legal guardian/custodian if spouse (not employee) is guardian/custodian • Original government-issued marriage certificate
Grandchild Birth to age 18 months maximum	<ul style="list-style-type: none"> • Original government-issued birth certificate (birth registration cards not accepted) of grandchild • Original government-issued birth certificate (birth registration cards not accepted) of covered dependent birth parent who is also enrolled in the plan
Disabled adult child Unmarried 26 years or older	<ul style="list-style-type: none"> • Original government-issued birth certificate (birth registration cards not accepted) • Original Social Security documents deeming the child disabled prior to turning 25 years old
Over aged adult children Unmarried 26 - 30 years	<ul style="list-style-type: none"> • Original government-issued birth certificate (birth registration cards not accepted) • Certificate of creditable coverage (request from prior insurance) • Application for over aged adult child • Copy of student schedule - if child does not reside in Florida To be eligible for enrollment the adult child must: <ul style="list-style-type: none"> • be unmarried • have no dependents • have no other major medical insurance coverage available • live in Florida OR live outside of Florida and be a student
Be sure to enroll your eligible dependent using the online system and add him or her to each plan. You will need to enter the following required information: <ul style="list-style-type: none"> • Dependent's legal name • Date of birth • Social Security number 	
<p><i>*Sometimes the documentation required to prove a dependent's eligibility for coverage can get complicated. EXAMPLE: Usually an original birth certificate is the only documentation needed for a biological child of an employee. This requirement applies when the employee is the biological mother and her maiden name at the time of the child's birth was Mary Jones and that is the name on the birth certificate. But if her name is now Mary Jackson because she changed it when she married Sam Jackson, we would need to see the child's original birth certificate to establish the relationship AND the employee's original marriage certificate to prove she is Mary Jones, the same person listed on the birth certificate.</i></p>	