

## What is required for OE?

1. **Initial Enrollment:** If your dependent is being added to County healthcare coverage for the first time then dependent documentation **is** required.
2. **Dependent Child (biological, adopted/custodial, or grandchild):** If your dependent child **has ever been covered** on one or more healthcare plans (Medical, Dental, or Vision), and is being added to another healthcare plan, additional documentation is **not** required.
3. **Spouse/Step Child:** If your dependent spouse or stepchild has been covered on one or more healthcare plans (Medical, Dental, or Vision) within the last **five (5) years**, and is being added to another healthcare plan, additional documentation is **not** required.
  - ✓ If your spouse was **never** covered on a plan (Medical, Dental, or Vision), you **do** need to submit a marriage license.
  - ✓ If your spouse was covered on a plan (Medical, Dental, or Vision) in 2021, 2022, 2023, 2024, or 2025 you do **not** need to submit a marriage license.
  - ✓ If your spouse was covered on a plan (Medical, Dental, or Vision) in 2020 or before, you **do** need to submit a marriage license.

## Examples:

- ✓ **Example:** Biological child is currently enrolled in Dental & Vision for 2022. Same child is being added to Medical for 2026. No additional documentation is required.
- ✓ **Example:** Adopted child is not currently enrolled in Medical, Dental or Vision. Adopted child is being added to Dental for 2026. Documentation is required as this is the initial enrollment.
- ✓ **Example:** Spouse was enrolled in county Medical seven (7) years ago. Spouse is being added to Dental for 2026. Documentation is required as this is beyond (5) years.

All required dependent documentation must be submitted to HR on or before **10/28/2025 11:59pm ET**

**IMPORTANT!** If you miss the deadline, your dependent(s) will not be added.

## Required Documentation for Dependent Children

Birth Child Under Age 26	Stepchild Under Age 26	Adopted Child or Child Placed for Adoption Under Age 26
<ul style="list-style-type: none"> <li>❑ Official Birth Certificate* <i>(Hospital certificate will not be accepted, parents must be listed), or</i></li> <li>❑ Court Order or DNA Testing establishing Paternity or Parental Responsibility <i>(Including, but not limited to; Financial and or Healthcare Coverage Obligations, DNA/Paternity Results).</i></li> </ul>	<ul style="list-style-type: none"> <li>❑ Copy of birth certificate* or proof of other dependent relationship, <u>and</u></li> <li>❑ Copy of employee's legal marriage license to stepchild's parent, <u>and</u></li> <li>❑ Verification of current marital status (see above requirements verification of current relationship status)</li> </ul>	<ul style="list-style-type: none"> <li>❑ Adoption Certificate, <u>or</u></li> <li>❑ Placement Letter (document establishing placement preceding a formal adoption)</li> </ul>
Child under Age 26 for Whom You Are the Legal Guardian	Child of a Covered Dependent (Grandchild) Under 18 months	Disabled Child
<ul style="list-style-type: none"> <li>❑ Proof of legal guardianship<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>❑ Official Birth Certificate* or birth record <i>(covered dependent's name must be listed as parent), and</i></li> <li>❑ Verification that parent of child is eligible and covered as dependent child noted above</li> </ul>	<ul style="list-style-type: none"> <li>❑ Official Birth Certificate*, <u>and</u></li> <li>❑ Proof of continuous coverage (no break in coverage), <u>and</u></li> <li>❑ Social Security Administration award letter, <u>or</u></li> <li>❑ A recent Social Security Income statement, <u>or</u></li> <li>❑ A signed physician's statement.</li> </ul>

\* Birth certificates written in a foreign language must be officially translated by a translation organization before being submitted to Human Resources.

**Note:** In addition to the dependent documentation listed above, your dependent's name, date of birth, and social security number are required for enrollment. Please contact HR Benefits for assistance if your dependent is working through the immigration process but has not yet obtained a SSN. Utilizing an ITIN may be a temporary option.

Child may include various dependent relationships to the spouse (birth child, adopted child, guardianship, step-child, grandchild, etc.). Applicable proof shall be provided of such relationship equivalent to the documentation requirements of the employee's biological dependents.

<sup>1</sup>The most common way to establish legal guardianship is through a court order.

## Required Documentation for Spouse

- The legal Marriage License/Certificate from a government or regulatory agency shall be used to enroll a spouse into the benefits offered\*, and
- Employees will be subject to periodic audits by the County, or its designee. A full dependent audit shall be conducted at the Comptroller's discretion. Acceptable supporting documents shall be determined by the auditor in accordance with Generally Accepted Auditing Standards (GAAS).

*\*Marriage licenses written in a foreign language must be officially translated by a translation organization before being submitted to Human Resources.*

***Note:*** *In addition to the dependent documentation listed above, your marriage date, spouse's date of birth, and spouse's social security number are required for enrollment. Please contact HR Benefits for assistance if your spouse is working through the immigration process but has not yet obtained a SSN. Utilizing an ITIN may be a temporary option.*