



Dependent Matrix

Dependent Type	Eligible Dependent Definition	Required Documentation for Proof of Eligibility
Legal Spouse	A person who is legally married to the employee.	» <u>Tax Return</u> — page one of the employee’s most recent federal or state tax return, financial information can be blacked out. The form must show “married filing jointly” or “married filing separately” with spouse’s name indicated, OR » <u>Marriage Certificate</u>
Child (employee’s or spouse’s child)	Child(ren) covers the following until the age of 26: a) Natural child b) Stepchild c) Legally adopted child or a child legally placed for adoption d) Child by legal guardianship OR Your child who is age 26 or older and incapable of self-support because of a mental or physical disability and meets the IRS definition of a tax qualified dependent (Medical Proof will be required).	» <u>Tax Return</u> — page one of the most recent federal or state tax return, financial information can be blacked out. It must include the name of the parent and the child, OR » <u>Birth Certificate</u> — must include the name of the employee, spouse or domestic partner, name of the child and the date of birth, OR » <u>Hospital Footprints</u> — (valid within first 60 days following birth) — must list full legal name of the baby and date of birth (not acceptable: Baby boy or Baby girl), OR » <u>Adoption Paperwork</u> — adoption paperwork must reflect that the child is the child of the employee or employee’s spouse and contain the following information: name of the adoptive parent, name of child, judge’s signature and date, OR » <u>Court Order</u> — court order must state that the employee or employee’s spouse/domestic partner is the child’s legal guardian and contain the following information: name of legal guardian (employee or spouse), name of the child, judge’s signature and date, OR » <u>Divorce decree, court order or Qualified Medical Child Support Order (QMCSO)</u> — declaring the employee or employee’s spouse to be legally responsible for providing health coverage for the child. This must include the name of the parent and the child and date of Divorce, court order, or Qualified Medical Support Order.