

APPENDIX A

Documentation Requirements for Enrollment of Dependents for Health Benefits

The following documentation must be submitted with the enrollment form for health insurance benefits at the time the employee applies for coverage:

RELATIONSHIP	DOCUMENTATION REQUIRED
Spouse	Marriage Certificate or Connecticut-issued Civil Union Certificate*
Party to a Civil Union	Civil Union Certificate (issued by a state other than Connecticut)
Dependent Child Under Age 26: <ul style="list-style-type: none"> - Employee is Birth Parent - Employee is Legal Guardian - Employee is Adoptive Parent - Employee is a Step Parent 	<ul style="list-style-type: none"> - Long form Birth Certificate - Documentation of Legal Guardianship** - Notification of Placement for Adoption from the adoption agency or certified copy of the Adoption Decree - Long form Birth Certificate <u>and</u> Marriage Certificate
Disabled Child: <ul style="list-style-type: none"> - Over Age 26 (Medical) - Over Age 19 (Dental) 	Requires documentation noted above (if not already on file) and completion of the insurance carrier's medical verification form

If an eligible dependent is being added after initial enrollment but outside of the open enrollment period due to loss of other health insurance coverage, the employee must submit appropriate documentation of the relationship as noted above and official notification of the loss of coverage (COBRA notification or notice from employer of loss of benefits).

Employees changing plans during open enrollment without adding a new dependent will not have to submit additional proof of relationship for dependents covered under the old plan.

* A Marriage Certificate must be provided when enrolling a spouse. A Connecticut-issued Civil Union Certificate is only acceptable for those who entered into a Civil Union at a time prior to the legalization of same sex marriage in Connecticut.

** Proof of Guardianship or Custody from a court of competent jurisdiction. A custody agreement from another state will not be honored unless it has been approved by a State of Connecticut Court or the State of Connecticut Department of Children and Families. The minor child must reside with the Covered Employee to be eligible for coverage under the plan.

