

## REQUIRED DOCUMENTATION FOR DEPENDENT ELIGIBILITY AND ENROLLMENT

The Department of Human Resources is required to ensure that only employees, retirees, and their eligible dependents are receiving health care under the Oberlin Health Plans. As a result, the Department of Human Resources must guarantee consistent application of eligibility requirements within the plans. Employees or Retirees who enroll dependents for coverage (spouses, domestic partners, and children) must submit the following documentation in addition to the appropriate health benefits enrollment form.

DEPENDENTS	ELIGIBILITY DEFINITION	DOCUMENTATION REQUIRED
SPOUSE / SAME GENDER SPOUSE	A person of the opposite and/or same gender to whom you are legally married.	A photocopy of your Marriage Certificate, Social Security Card <b>and</b> a photocopy of the top half of the front page of your most recently filed federal tax return** (Form 1040) that includes the spouse
SAME GENDER DOMESTIC PARTNER	A person of the same gender with whom you have entered into a domestic partnership.	<p>A signed Domestic Partnership Affidavit, a copy of the partner's Social Security Card, and a photocopy of <b>two</b> of the following:</p> <ul style="list-style-type: none"> <li>• Bank statement indicating joint ownership of bank account</li> <li>• Ownership of joint credit card</li> <li>• Joint mortgage or lease</li> <li>• Evidence of a joint obligation on a loan</li> <li>• Mutually granted durable power of attorney</li> <li>• Affidavit by a creditor able to testify to the partner's financial interdependence</li> <li>• Or other proof establishing economic interdependence</li> </ul>
CHILDREN	Your children under age 26	<p><b>Biological Child</b> – A photocopy of the child's birth certificate showing your name as the parent and their Social Security Card.</p> <p><b>Step Child</b> – A photocopy of the child's birth certificate showing the name of your spouse or partner as parent <b>and</b> a photocopy of your marriage certificate and the child's Social Security Card.</p> <p><b>Legal Guardian or Adoption</b> – Photocopies of Affidavits of Dependency, Final Court Orders with the presiding judge's signature and seal, or Adoption Final Decree with the presiding judge's signature and seal, and a photocopy of the child's Social Security Card.</p>

\*\* NOTE: For tax forms you may black out all financial information and all but the last 4 digits of any Social Security numbers.