

**Title: Verifying dependent eligibility before enrollment**

**PEBB Program Administrative Policy 31-1**

|   |   |                       |   |
|---|---|-----------------------|---|
| <b>Contact:</b>                             | Rules Specialist, ERB Division  | <b>Effective:</b>     | January 1, 2019                                   |
|   |   | <b>Rescinded:</b>     |   |
| <b>Associated RCW:</b>                      | 41.05.006<br>41.05.095<br>41.05.160   | <b>Supersedes:</b>    |   |
| <b>Associated WAC:</b>                      | 182-12-260<br>182-12-262  |                       |   |
| <b>Assoc. fed law/reg:</b>                  |   | <b>Owner:</b>         | Policy, Rules, & Compliance Manager, ERB Division |
| <b>Associated Procedures:</b>               |   |                       |   |
| <b>Associated Forms &amp; Communication</b> | Customer Service Tools web page – Data Entry Codes – Dependent Verification   | <b>Approved by:</b>   | <i>DLZ</i>  |
|   | Dependent Verification web page on PEBB Internet and PEBB Extranet  | <b>Position:</b>      | Director of the PEBB Program                      |
|   | Employee Enrollment Guide- HCA 50-100<br><br>Retiree Enrollment Guide- HCA 51-205<br><br>KBID 946 - What documentation do I need in order to enroll a family member | <b>Date approved:</b> | 11/29/2018  |

**Purpose:**

This policy clarifies which documents the PEBB Program considers valid for dependent verification and identifies which accounts are included in the dependent verification process. Although some subscriber accounts are not included in the process, the PEBB Program reserves the right to review a dependent's eligibility at any time.

**Policy:**

1. The PEBB Program requires subscribers to provide documentation that verifies a person's relationship to the subscriber before enrolling the person as a dependent under the subscriber's PEBB insurance coverage, except as indicated in sections 2 and 3 of this policy.
2. The following subscriber accounts are excluded from the dependent verification process except when the subscriber is requesting enrollment of a partner where

eligibility is established through a state registered domestic partnership or a legal union:

- a. PEBB Continuation Coverage (COBRA) subscriber accounts;
  - b. PEBB Continuation Coverage (Unpaid Leave) subscriber accounts; and
  - c. Medicare (Part A and Part B) Retiree subscriber accounts.
3. Extended dependent children are certified through the process described in WAC 182-12-260, WAC 182-12-262, and PEBB Program Administrative Policy 37-1 for PEBB eligibility.
  4. Table 31-1 shows a list of valid dependent verification documents.

| <u>Document(s) needed if enrolling a Spouse or Domestic Partner</u> |   |
|---|---|
| Spouse<br>(Including Same sex spouse)                               | <ul style="list-style-type: none"> <li>• The most recent year’s Federal Tax Return <u>filed jointly</u> that lists the spouse (<i>black out financial information</i>); OR</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• The most recent year’s Federal Tax Return for the subscriber and the spouse if <u>filed separately</u> (<i>black out financial information</i>); OR</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• Proof of common residence (e.g. a utility bill) <u>and</u> Marriage certificate;* OR</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>• Proof of financial interdependency (e.g. bank statement – <i>black out financial information</i>) and Marriage certificate;* OR</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• Petition for Dissolution of Marriage (Divorce); OR</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>• Legal Separation notice; OR</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• Defense Enrollment Eligibility Reporting System (DEERS) registration; OR</li> </ul>  |
| State Registered Domestic Partner or Partner of a Legal Union       | <ul style="list-style-type: none"> <li>• Proof of common residence (e.g. a utility bill) <u>and</u> certificate/card of state registered domestic partnership or legal union;* OR</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>• Proof of financial interdependency (e.g. bank statement - <i>black out financial information</i>) <u>and</u> certificate/card of state registered domestic partnership or legal union;* OR</li> </ul>                                |
|   | <ul style="list-style-type: none"> <li>• Petition for invalidity (annulment) of a state registered domestic partnership or legal union; OR</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• Petition for dissolution of a state registered domestic partnership or legal union; OR</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>• Legal separation notice of a state registered domestic partnership or legal union; OR</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• Valid J-1 or J-2 visa issued by the U.S Government</li> </ul>  |
| <u>Document(s) needed if enrolling Children</u>                     |   |
| Children  | <ul style="list-style-type: none"> <li>• The most recent year’s Federal Tax Return that includes the child(ren) as a dependent (<i>black out financial information</i>); OR</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>• Birth certificate (or hospital certificate with the child’s footprints on it) showing the name of the parent who is the subscriber, the subscriber’s spouse, or the subscriber’s state registered domestic partner; ** OR</li> </ul> |
|   | <ul style="list-style-type: none"> <li>• Certificate or decree of adoption; OR</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• Court ordered parenting plan; OR</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>• National Medical Support Notice; OR</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• Defense Enrollment Eligibility Reporting System (DEERS) registration; OR</li> </ul>  |
| <b>Notes</b>  |   |

1. Copies of all the documents referenced within this table are acceptable.
  2. Other documents, as approved by the PEBB Program, may also be used to show proof of common residence or financial interdependency.
  3. All documents must be submitted in English. Documents written in a foreign language must be accompanied by a translated copy produced by a professional translator and certified with a notary public seal.
- \*If within 2 years of marriage, state registered domestic partnership, or establishment of a legal union then only the marriage certificate or certificate/card of state registered domestic partnership or legal union is required.
- \*\*If the dependent is a stepchild of the subscriber, the spouse/partner must also be verified in order to enroll the child even though the spouse/partner may not be enrolling in coverage.

Table 31-1