# Title: Verifying dependent eligibility before enrollment

## Policy 31-1

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| **Contact:** | Rules Specialist, PEB Division | **Effective:** | January 1, 2016 |
| | | **Rescinded:** | |
| **Associated RCW:** | 41.05.006<br>41.05.095<br>41.05.160 | **Supersedes:** | |
| **Associated WAC:** | 182-12-260<br>182-12-262 | | |
| **Assoc. fed law/reg:** | | **Owner:** | Policy & Rules Manager, PEB Division |
| **Associated Procedures:** | | | |
| **Associated Forms & Communication** | Customer Service Tools web page - Dependent Verification Project – Acceptable Verification Documents<br><br>Dependent Verification web page on PEBB Internet and PEBB Extranet<br><br>KBID 946 - What documentation do I need in order to enroll a family member | **Approved by:** | |
| | | **Position:** | PEB Director, PEB Division |
| | | **Date approved:** | 11/30/15 |

**Purpose:**

This policy clarifies which documents the PEBB Program considers valid for dependent verification and identifies which accounts are automatically included in the dependent verification process. Although some subscriber accounts are not included in the automated process, the PEBB Program will request documents from any subscriber, in order to verify a dependent's eligibility.

**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 two and three of this policy.
2. The following subscriber accounts are excluded from the general dependent verification process except when the subscriber is requesting enrollment of a partner where eligibility is established through a domestic partner registry or a legal union:
    a. COBRA subscriber accounts;
    b. Leave Without Pay (LWOP) subscriber accounts; and

c. Medicare Retiree subscriber accounts.

3. Extended dependent children are certified through the process described in WAC 182-12-260, WAC 182-12-262, and Policy 37-1 for PEBB eligibility.
4. Table 31-1 shows a list of valid dependent verification documents.

| | Document(s) needed if enrolling a Spouse or Domestic Partner |
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| Spouse (Including Same sex spouse) | • The most recent year's Federal Tax Return filed jointly that lists the spouse *(black out financial information)*; OR<br>• The most recent subscriber's and spouse's Federal Tax Return if filed separately *(black out financial information);* OR<br>• Proof of common residence (e.g. a utility bill) and Marriage certificate;* OR<br>• Proof of financial interdependency (e.g. bank statement – *black out financial information*) and Marriage certificate;* OR<br>• Petition for Dissolution of Marriage (Divorce); OR<br>• Legal Separation notice; OR<br>• Defense Enrollment Eligibility Reporting System (DEERS) registration |
| Registered Domestic Partner or Partner of a Legal Union | • Proof of common residence (e.g. a utility bill) and certificate/card of state-registered domestic partnership or legal union;* OR |
| | • Proof of financial interdependency (e.g. bank statement) *(black out financial information)* and certificate/card of state-registered domestic partnership or legal unions;* OR |
| | • Petition for invalidity (annulment) of a domestic partnership or legal union; OR |
| | • Petition for dissolution of domestic partnership or legal union; OR |
| | • Legal separation notice of domestic partnership or legal union |
| | **Document(s) needed if enrolling Children** |
| Children | • The most recent Federal Tax Return that includes the child(ren) as a dependent and listed as a son or daughter *(black out financial information);* OR |
| | • Birth certificate (or hospital certificate with the child's footprints on it) showing the name of parent who is the subscriber, the subscriber's spouse, or the subscriber's registered domestic partner;** OR |
| | • Certificate or decree of adoption; OR |
| | • Court ordered parenting plan; OR |
| | • National Medical Support Notice; OR |
| | • Defense Enrollment Eligibility Reporting System (DEERS) registration |
| | **Notes** |
| | 1. Copies of all the documents referenced within this table are acceptable.<br>2. Other documents may also be used to show proof of common residence or financial interdependency.<br>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.<br>*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.<br>**If dependent is 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