Title: Verifying Dependent Eligibility before Enrollment

Policy #31-1

Contact:	Policy & Rules Specialist, PEB Division	**Effective:**	January 1, 2015
		Rescinded:	
Associated RCW:	RCW 41.05.006 RCW 41.05.095 RCW 41.05.160	**Supersedes:**	N/A
Associated WAC:	182-12-260 182-12-262		
Assoc. fed law/reg:	None	**Owner:**	Policy & Rules Manager, PEB Division
Associated Procedures:	None		
Associated Forms & Communication	1. Customer Service Tools web page - Dependent Verification Project – Acceptable Verification Documents 2. Dependent Verification web page on PEBB Internet and PEBB Extranet 3. KBID 946 - What documentation do I need in order to enroll a family member	**Approved by:**	
		Position:	Deputy Division Director, PEB Division
		Date approved:	12-12-14.

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 reserves the right to request documents from any subscriber at any time in order to verify a dependent's eligibility.

Policy:

1. The PEBB Program requires all subscribers to provide documentation which verifies a person's relationship to the subscriber before enrolling the person as a dependent under their PEBB insurance coverage except as indicated in sections 2 and 3 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 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
Spouse (Including Same sex spouse)	• The most recent year's Federal Tax Return filed jointly that lists the spouse *(black out financial information and you may black out dependent's SSN)*; OR • The most recent subscriber's and spouse's Federal Tax Return if filed separately *(black out financial information and you may black out dependent's SSN);* OR • Proof of common residence (e.g. a utility bill) and Marriage certificate*; OR • Proof of financial interdependency (e.g. bank statement - *black out financial information*) and Marriage certificate*; OR • Petition for Dissolution of Marriage (Divorce); OR • Legal Separation notice; OR • 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 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 2. Other documents 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 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.

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