


Title: Verifying dependent eligibility before enrollment

PEBB Program Administrative Policy 31-1

Contact:	Policy and Rules Coordinator, ERB Division	Effective:	January 1, 2023
Associated RCW:	41.05.066 41.05.095	Owner:	Policy, Rules, & Compliance Manager, ERB Division
Associated PEB Board Policy Resolutions:		Approved by:	
Associated WAC:	182-12-260 182-12-262	Position:	Director of the PEBB Program
Assoc. fed law/reg:		Date approved:	August 24, 2022
Associated Forms & Communication	<i>Communications</i> Customer Service Tools web page – Data Entry Codes – Dependent Verification Dependent Verification web page on PEBB Internet and PEBB Perspay Extranet PEBB Employee Enrollment Guide- HCA 50-0100 PEBB Retiree Enrollment Guide- HCA 51-0205		

Purpose:

This policy clarifies which documents the Public Employees Benefits Board (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 health plan coverage, except as indicated in sections 2, 3, and 4 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. If the subscriber is moving from School Employees Benefits Board (SEBB) Program coverage to PEBB Program coverage and requesting to enroll eligible dependents who have been previously verified under the SEBB Program, dependent verification documents will not

be required. The PEBB Program will use the dependent verification data previously verified by the SEBB Program for dependent verification.

5. Table 31-1 shows a list of valid dependent verification documents.

Document(s) needed if enrolling a Spouse or State Registered Domestic Partner Provide one of the document(s) listed in the following bullets	
Spouse (including same-sex spouse)	<ul style="list-style-type: none"> The most recent year's Federal Tax Return <u>filed jointly</u> that lists the spouse (<i>black out financial information</i>); OR
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> Marriage Certificate* <u>and</u> evidence (does not have to live together) that the marriage is still valid (e.g. a utility bill within the last 6 months showing both your and your spouse's name, life insurance beneficiary document, a bank statement within the last 6 months – <i>black out financial information</i> – showing both your and your spouse's name); OR
	<ul style="list-style-type: none"> A recently-filed (within last 6 months) petition for dissolution, petition for legal separation (marriage), or petition to invalidate (annul) marriage; OR
	<ul style="list-style-type: none"> Defense Enrollment Eligibility Reporting System (DEERS) registration; OR
	<ul style="list-style-type: none"> Valid J-1 or J-2 visa issued by the U.S Government
State Registered Domestic Partner or Partner of a Legal Union	<ul style="list-style-type: none"> A certificate/card of state registered domestic partnership* or legal union <u>and</u> evidence (does not have to live together) that the partnership is still valid. (e.g., a utility bill within the last 6 months showing both your and your partner's name, life insurance beneficiary document, a bank statement within the last 6 months – <i>black out financial information</i> – showing both your and your partner's name); OR
	<ul style="list-style-type: none"> A recently-filed (within last 6 months) state registered domestic partnership, or petition to invalidate (annul) state registered domestic partnership

Document(s) needed if enrolling Children Provide one of the document(s) listed in the following bullets	
Children	<ul style="list-style-type: none"> The most recent year's Federal Tax Return that includes the child(ren) as a dependent (<i>black out financial information</i>); OR
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> Certificate or decree of adoption showing the name of the parent who is the subscriber, the subscriber's spouse, or the subscriber's state registered domestic partner; OR
	<ul style="list-style-type: none"> Court ordered parenting plan; OR
	<ul style="list-style-type: none"> National Medical Support Notice; OR
	<ul style="list-style-type: none"> Defense Enrollment Eligibility Reporting System (DEERS) registration; OR
	<ul style="list-style-type: none"> Valid J-2 visa issued by the U.S Government

Notes:

1. Copies of any of the documents referenced within this table are acceptable.
 2. Other documents, as approved by the PEBB Program, may be used for dependent verification.
 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 6 months of marriage/state registered domestic partnership, then only the certificate/card is required.
- **If the dependent is a stepchild of the subscriber, the spouse/state registered domestic partner must also be verified in order to enroll the child even if the spouse/state registered domestic partner is not enrolling in coverage.

Table 31-1