

Title: Verifying dependent eligibility before enrollment

PEBB Program Administrative Policy 31-1

Contact:	<u>Policy and Rules Specialist Coordinator</u> , ERB Division	Effective:	January 1, 2019 20
		Rescinded:	
Associated RCW:	41.05. 006 <u>066</u> 41.05.095 41.05.160	Supersedes:	
<u>Associated PEBB Board Policy Resolutions:</u>			
Associated WAC:	182-12-260 182-12-262		
Assoc. fed law/reg:		Owner:	Policy, Rules, & Compliance Manager, ERB Division
Associated Procedures:			
Associated Forms & Communication	<u>Communications</u> Customer Service Tools web page – Data Entry Codes – Dependent Verification Dependent Verification web page on PEBB Internet and PEBB <u>Perspay</u> Extranet Employee Enrollment Guide- HCA 50-100 Retiree Enrollment Guide- HCA 51-205 KBID 946-- What documentation do I need in order to enroll a family member	Approved by:	
		Position:	Director of the PEBB Program
		Date approved:	

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 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.

Document(s) needed if enrolling a Spouse or State Registered Domestic Partner <i>Provide the document(s) listed in one of the following bullets</i>	
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"> • Proof of common residence <u>Marriage Certificate</u> and evidence that the marriage is still valid (e.g. a utility bill <u>within the last 2 months</u> showing both your and your spouse's name, a bank statement <u>within the last 2 months</u> – <i>black out financial information</i> – showing both your and your spouse's name) and Marriage certificate; * OR
	<ul style="list-style-type: none"> • Proof of financial interdependency (e.g. bank statement within the last 2 months – black out financial information) and <u>Marriage certificate</u>; * OR
	<ul style="list-style-type: none"> • Petition for D<u>issolution/Invalidity</u> of M<u>arriage (Divorce)</u>; OR
	<ul style="list-style-type: none"> • Legal Separation notice; 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"> • Proof of common residence <u>A certificate/card of state registered domestic partnership or legal union</u> and evidence that the partnership is still valid. (e.g. a utility bill <u>within the last 2 months</u> showing both your and your partner's name, a bank statement <u>within the last 2 months</u> – <i>black out financial information</i> – showing both your and your partner's name) certificate/card of state registered domestic partnership or legal union; * OR
	<ul style="list-style-type: none"> • Proof of financial interdependency (e.g. bank statement – black out financial information) and <u>certificate/card of state registered domestic partnership or legal union</u>; * OR
	<ul style="list-style-type: none"> • Petition for invalidity (annulment) of a state registered domestic partnership or legal union; OR
	<ul style="list-style-type: none"> • Petition for dissolution/<u>invalidity</u> of a state registered domestic partnership or legal union; OR
	<ul style="list-style-type: none"> • Legal separation notice of a state registered domestic partnership or legal union; OR
	<ul style="list-style-type: none"> • Valid J-1 or J-2 visa issued by the U.S Government
Document(s) needed if enrolling Children <i>Provide the document(s) listed in one of the following bullets</i>	
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 <u>showing the name of the parent who is the subscriber, the subscriber's spouse, or the subscriber's state registered domestic partner</u>; 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 all any of 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 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 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/state registered domestic partner must also be verified in order to enroll the child even though the spouse/state registered domestic partner may not be enrolling in coverage.

Table 31-1