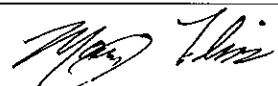


Title: Verifying Dependent Eligibility before Enrollment

Policy #31-1

Contact:	Rules Specialist, PEB Division	Effective:	January 1, 2013
		Rescinded:	
Associated RCW:	RCW 41.05.006 RCW 41.05.095 RCW 41.05.160	Supersedes:	N/A
Associated WAC:	182-12-260		
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 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:	1-2-13

Purpose:

This policy clarifies which documents the PEBB Program considers valid for dependent verification.

Policy:

1. The PEBB Program requires a non-Medicare subscriber to provide documentation which verifies a person's relationship to the subscriber before enrolling as a dependent under their coverage.
2. Excluded from the dependent verification policy are;
 - a. Surviving dependents of emergency services personnel killed in the line of duty;
 - b. Extended dependents.

These populations are certified for PEBB eligibility through a different verification processes.

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

Document(s) needed if enrolling Spouse or Domestic Partner	
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 and you may black out dependent's SSN</i>); OR • The most recent subscriber's and spouse's Federal Tax Return if <u>filed separately</u> (<i>black out financial information and you may black out dependent's SSN</i>); OR • Proof of common residence (e.g. a utility bill) and Marriage certificate*; OR • Proof of financial interdependency (e.g. bank statement - <i>black out financial information</i>) 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 Legal Unions	<ul style="list-style-type: none"> • Proof of common residence (e.g. a utility bill) and Certificate/card of state-registered domestic partnership or legal unions*; OR • Proof of financial interdependency (e.g. bank statement) (<i>black out financial information</i>) and Certificate/card of state-registered domestic partnership or legal unions *; OR • Petition for invalidity (annulment) of domestic partnership or legal unions; OR • Petition for Dissolution of domestic partnership or legal unions; OR • Legal Separation notice of domestic partnership or legal unions
Document needed if enrolling Children	
Children	<ul style="list-style-type: none"> • The most recent Federal Tax Return that includes the child(ren) as a dependent and listed as a son or daughter (<i>black out financial information</i>); 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	
<p>1. Copies of all the documents referenced within this table are acceptable</p> <p>2. Other documents may also be used to show proof of common residence or financial interdependency</p> <p>* If within 2 years of marriage, state-registered domestic partnership, or legal union <u>then only</u> the Marriage certificate or Certificate/card of state-registered domestic partnership or legal union is required.</p> <p>** 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.</p>	

Table 31-1