


Title: Verifying dependent eligibility before enrollment

SEBB Program Administrative Policy 31-1

Contact:	Policy and Rules Coordinator, ERB Division	Effective:	October 1, 2019
		Rescinded:	
Associated RCW:	41.05.066 41.05.095 41.05.066 41.05.740	Supersedes:	
Associated SEB Board Policy Resolutions:			
Associated WAC:	182-31-140 182-31-150		
Assoc. fed law/reg:		Owner:	Policy, Rules, & Compliance Manager, ERB Division
Associated Procedures:			
Associated Forms & Communication	<i>Communications</i> Customer Service Tools web page – Data Entry Codes – Dependent Verification	Approved by:	
	Dependent Verification web page on SEBB Internet and SEBB Perspay Extranet	Position:	Director of the SEBB Program
	Employee Enrollment Guide KBID 946 - What documentation do I need in order to enroll a family member	Date approved:	August 30, 2019

Purpose:

This policy clarifies which documents the School Employees Benefits Board (SEBB) 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 SEBB Program reserves the right to review a dependent's eligibility at any time.

Policy:

1. The SEBB 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 SEBB 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. SEBB Continuation Coverage (COBRA) subscriber accounts; and
 - b. SEBB Continuation Coverage (Unpaid Leave) subscriber accounts.
3. Extended dependent children are certified through the process described in WAC 182-31-140, WAC 182-31-150, and SEBB Program Administrative Policy 37-1 for SEBB 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 Provide the document(s) listed in one of 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 and evidence that the marriage is still valid (e.g., a utility bill within the last 2 months showing both your and your spouse's name, a bank statement within the last 2 months - <i>black out financial information</i> - showing both your and your spouse's name); OR
	<ul style="list-style-type: none"> • Petition for dissolution/invalidity of Marriage; 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"> • A certificate/card of state registered domestic partnership or legal union <u>and</u> evidence that the partnership is still valid. (e.g., a utility bill within the last 2 months showing both your and your partner's name, a bank statement within the last 2 months – <i>black out financial information</i> – showing both your and your partner's name); 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/invalidity 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
Provide the document(s) listed in one of 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

- Copies of any of the documents referenced within this table are acceptable.
 - Other documents, as approved by the SEBB Program, may be used for dependent verification.
 - 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 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