

Title: Verifying dependent eligibility before enrollment

New SEBB Program Administrative Policy 31-1

Contact:	Policy and Rules Coordinator, ERB Division	Effective:	October 1, 2019
		Rescinded:	
Associated RCW:	41.05.006 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 Dependent Verification web page on SEBB Internet and SEBB Perspay Extranet Employee Enrollment Guide KBID 946 - What documentation do I need in order to enroll a family member	Approved by:	
		Position:	Director of the SEBB Program
		Date approved:	

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 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"> • Proof of common residence (e.g. a utility bill within the last 2 months) <u>and</u> Marriage certificate; OR
	<ul style="list-style-type: none"> • Proof of financial interdependency (e.g. bank statement within the last 2 months – <i>black out financial information</i>) <u>and</u> Marriage certificate; 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 • 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 (e.g. a utility bill) <u>and</u> 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 - <i>black out financial information</i>) <u>and</u> certificate/card of state registered domestic partnership or legal union; 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 • 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 • 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 SEBB 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 the dependent is a 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.

Table 31-1