

## Dependent Verification Instructions – Add a Dependent

### *Required Documents*

Employees are required to complete an *Employee Enrollment/Change* form when adding a dependent to their coverage, plus the following:

- Spouse (regardless of gender): Valid dependent verification documents
- State-registered domestic partner: A *Declaration of Tax Status* form and dependent verification documents
- Children up to the age of 26: Dependent verification documents
- Dependent with disabilities, age 26 or older: Appropriate certification form
- Extended dependents: Appropriate certification form and legal document demonstrating custody/guardianship signed by a judge or court administrator

*See the list of valid dependent verification documents on page 9 of this document.*

### *Process*

1. Provide employee with Worksheet E-1a—Dependent Eligibility. This informational worksheet contains a list of eligible dependents, the process to add dependents, and a list of valid verification documents.
2. Advise the employee the verification documents are required when the *Employee Enrollment/Change* form is submitted:
  - For newly eligible employees—no later than 31 days after the date of eligibility.
  - For a Special Open Enrollment—no later than 60 days after the date of the event that triggered the Special Open Enrollment.
  - For Annual Open Enrollment—no later than the last day of Annual Open Enrollment.
3. When you receive the enrollment form and dependent verification documents, review the documents to determine if the documents are valid (*see page 8*), legible, and complete.
4. Follow the instructions on the following page to create a new dependent record.

## Key Dependent and Verification in PAY1:

1. Log into the PAY1 system.
2. Access or create the employee record.
3. On the command line, enter A.43 in the Next Function field. Enter “A” for Add in the Type field. Enter the social security number of the dependent in the Depend SSA field. Select Enter. The A.43 screen displays in Add mode. **Note:** Every effort should be made to enter a valid SSN for a dependent. However, if it is necessary to create a temporary SSN for a dependent without a valid SSN, use 999-99-0001, 0002, etc.

```

STD013 PLEASE ENTER REQUEST
***** A.43 - DEPENDENTS DATA *****
SUBSCR SOC SEC :                               NAME : MAPA431
----- DEPENDENT DATA -----
DEPEND SOC SEC :                               GENDER: DEPEND NAME :
LST NM:                               IST NM:                               MI: SFX:
RELATIONSHIP:                               BIRTHDATE:                               QUAL RSN:
MEDICARE - A:                               MEDICARE - B:                               HICN:
CERT IND: EFF DT:                               END DT: SSN: FNB: DT:
----- CURRENT ----- PENDING ---
ENR EFF DATE PREM DATE REASON ENR EFF DATE
HEALTH:
TOBACCO:

DENTAL:
PHYS/CLINIC :                               60-DAY: DENTAL/CLINIC :
ADDRESS (IF DIFFERENT FROM SUBSCRIBER):
  ADDR LINE 1 :
  ADDR LINE 2 :
  CITY :                               STATE : ZIP :
NEW DEPEND SSA :                               COUNTRY CD :
VERIFY: ST:                               SRC: ST DT:
NEXT FUNCTION: A 43 TYPE: █ SUBSCR SSA: DEPEND SSA:
ENTER-NEXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
44 00.1 23/29
  
```

4. Enter the dependent’s gender in the Gender field

<b>M</b>	Male
<b>F</b>	Female

5. Enter the dependent’s last name, first name, middle initial, and suffix, if applicable, in the appropriate fields.
6. Enter the Relationship code of the dependent to the subscriber. Valid codes are:

<b>S</b>	Spouse or State-Registered Domestic Partner*
<b>C</b>	Son
<b>D</b>	Daughter
<b>F</b>	Extended Dependent

**Note:** There must be a marriage/registration date on the A.41 screen to add a spouse or state-registered domestic partner.

7. Enter the dependent’s birth date.

8. If the dependent is a spouse, state-registered domestic partner, extended dependent, or a dependent with disabilities age 26 or older, and a certification form was submitted with the enrollment form, enter a Reason code in the Qualifying Reason field. Valid codes are:

<b>M</b>	Married
<b>P</b>	Partnership
<b>D</b>	Extended Dependent
<b>A</b>	Dependent with Disabilities, age 26 or older

**Note:** *If the dependent is a spouse or state-registered domestic partner, enter an “M” or a “P.” Enrollment of an extended dependent or dependent with disabilities will pend for PEBB approval. A copy of the Extended Dependent Certification or the Certification of Dependent with Disabilities form must be submitted to PEBB for processing. Extended dependents do not require additional dependent verification documents.*

9. Tab to the Health Enrolled field. If the dependent is enrolling in medical coverage, enter a “Y.” If the employee chooses not to enroll the dependent in coverage, enter an “N” in the field.
10. Enter the dependent’s effective date of enrollment in the Effective Date field. If the dependent is not enrolling in coverage, do not enter a date in the field.
11. If the dependent is enrolling in medical coverage, enter code **01 Newly Eligible Member** in the Reason field. If the dependent is not enrolling in medical coverage, enter code **49 Not Elected** in the Reason field.
12. If the dependent is enrolling in dental coverage, enter a “Y” in the Dental Enrolled field. If the dependent is not enrolling in dental coverage, enter an “N.”
13. Enter the dependent’s effective date of enrollment in the Effective Date field. If the dependent is not enrolling in coverage, do not enter a date in the field.
14. If the dependent is enrolling in dental coverage, enter code **01 Newly Eligible Member** in the Reason field. If the dependent is not enrolling in dental coverage, enter code **49 Not Elected** in the Reason field.
17. If the dependent’s address is different than the subscriber’s, enter the dependent’s address.
18. Tab to the Verify: ST: (status code) field:
- If the verification documents are valid, legible, and complete, enter the appropriate status and source codes in PAY1 to activate the enrollment. If no verification documents have been received, do not enter any Status or Source Codes.
  - If the verification documents are not valid, legible or complete, create the record and use the appropriate status and source document codes. Save the record. The enrollment code “Y” will change to an “N” and the Reason code will change to “11 Need Verification Doc.” Once you receive the valid, complete, or legible documents, enter or change the status and source

codes accordingly and save the record. Advise the employee of what is needed to enroll their dependents.

- The verification process requires timely action on the part of the employee and the employer to prevent a loss of opportunity. Valid Status Codes are:

<b>V</b>	Verified
<b>VW</b>	Verified WA state registered domestic partnership <b>(Not valid after 7/1/14)</b>
<b>VO</b>	Verified any other state equivalent of a registered domestic partnership
<b>VE</b>	Verified where at least one partner is age 62 or older
<b>I</b>	Incomplete
<b>IL</b>	Illegible
<b>IV</b>	Invalid
<b>D</b>	Denied
<b>VT</b>	Voluntary Termination (valid for Sweep only)

Valid Source Codes\*:

<b>AM</b>	Secretary of State Auto-Marriage (HCA Use Only)
<b>SR</b>	Secretary of State Reported Marriage (HCA Use Only)
<b>AD</b>	Adoption decree or legal documentation that shows the subscriber has assumed legal obligation for total or partial support in anticipation of adoption
<b>B</b>	Birth certificate
<b>D</b>	Certificate of state-registered domestic partner or registration card
<b>DE</b>	Defense Enrollment Eligibility Reporting System (DEERS) registration
<b>DF</b>	Drop Form (valid for Sweep only)
<b>DI</b>	Certificate of state-registered domestic partner or registration card and proof of financial interdependency
<b>DR</b>	Certificate of state-registered domestic partner or registration card and proof of common residency
<b>I</b>	Proof of financial interdependency
<b>JV</b>	J1 or J2 Visa issued by the US Government
<b>LS</b>	Legal separation
<b>MC</b>	Marriage Certificate only (when marriage occurred within last 2 years)
<b>M</b>	Marriage certificate
<b>MI</b>	Marriage certificate and proof of financial interdependency
<b>MR</b>	Marriage certificate and proof of common residence
<b>OR</b>	<b>Proof of Out-of-State Residency (HCA Use Only)</b>
<b>P</b>	Court-ordered parenting plan
<b>PD</b>	Petition for dissolution of marriage
<b>PI</b>	Petition for invalidity (annulment) for domestic partners
<b>R</b>	Proof of Residency
<b>SN</b>	Qualified medical support order
<b>T</b>	Prior years' Federal Tax return

**\*Note:** If the employee does not submit all required documents (e.g., submits a marriage certificate but no proof of residence or proof of financial interdependency), enter the source code for the document that is missing. You may choose either “R” (proof of residency) or “I” (proof of financial interdependency) in this scenario.

19. On the command line, enter A.43 in the Next Function field. Enter “I” for Inquire in the Type field. Select F10 to update. Verify changes are accepted. The status date will automatically update with the current date. **Note:** If you receive an error message indicating a problem with dual enrollment, see the Dual Enrollment section of the PAY1 manual.
20. Repeat steps for each dependent listed on the enrollment form.
21. Maintain copies of the dependent verification documents submitted by the employee for auditing purposes.

### Tips for Processing DV Documents

- A marriage certificate or certificate/card of state registration alone is acceptable when the employee is verifying a spouse or state-registered domestic partner within two years of the date of marriage. When the employee is verifying a spouse or state-registered domestic partner after the first two years of marriage or registration of the partnership, the employee must also submit proof of common residence or proof of financial interdependency with the marriage/registration certificate.

If you receive...	Is the marriage date...	Use Status Code...	Use Source Code...
A marriage certificate only	Within 2 years of verifying the spouse?	V (verified)	MC (marriage certificate)
	More than 2 years of verifying the spouse?	I (Incomplete)	R (proof of residency) OR I (proof of financial interdependency)
Proof of Common Residence		I (Incomplete)	M (marriage certificate)
Proof of Financial Interdependency		I (Incomplete)	M (marriage certificate)

- **Proof of residence example:** Utility bill with both names listed.
- A proof of residence document in only the spouse’s name is acceptable only if the address on the document matches the address listed in PAY1.
- **Proof of financial interdependency example:** Bank statement with both names listed.

- If the subscriber is not listed on a dependent’s birth certificate because the spouse is the biological parent, the spouse needs to be verified before you verify the child—even if the spouse is not enrolled in medical coverage.
- Employees may black out any financial information, account numbers, etc. on verification documents (e.g., blacking out financial information on a tax return).
- A status code of “I” (incomplete) is entered for a spouse when only one of two required documents is received. (e.g., marriage certificate was received but proof of common residence was not). Enter the Source Code of the missing document.
- If a document is illegible, enter an “IL” in the Status Code field and enter the Source Code for the document that is illegible (e.g., if birth certificate is illegible, enter a “B”).

**Examples:**

**Dependent Child Denied**

```

ADDR LINE 2 :
ADDR LINE 3 :
CITY          :                STATE :        ZIP :
NEW DEPEND SSA :                COUNTRY CD :
VERIFY: ST: D DENIED SRC: B BIRTH CERT ST DT: 12 15 2010
NEXT FUNCTION: A 44 TYPE: I SUBSCR SSA: 888 88 8888 DEPEND SSA: 888 88 8890
INQUIRY ONLY   ENTER-NEXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY

```

The dependent is denied because the birth certificate received does not prove the child is a legal dependent. A code “D” (denied) is keyed in the Status Code field and a “B” (birth certificate) is keyed in the Source Code field.

**Spouse Verification Incomplete**

```

ADDR LINE 3 :
CITY          :                STATE :        ZIP :
NEW DEPEND SSA :                COUNTRY CD :
VERIFY: ST: I INCOMPLETE SRC: R PRF RES ST DT: 08 21 2009
NEXT FUNCTION: A 44 TYPE: I SUBSCR SSA: 999 99 XXXX DEPEND SSA: 999 99 XXXX
AGENCY: 900 SUB: B79 PAY ACTION:
INQUIRY ONLY   ENTER-NEXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY

```

Only a marriage certificate was received for the spouse and the date of marriage is more than two years in the past. *(Two documents are required if the employee is using a marriage certificate: the marriage certificate and proof of common residence or proof of financial interdependency).*

An “I” (incomplete) is keyed in the Status Code field and an “R” (proof of residency) is keyed in the Source Code field. Always enter the Source Code of the document that is missing when documentation is incomplete. **Note:** *In this case, either an “R” or an “I” could be entered.*

### Birth Certificate Illegible

```
ADDR LINE 2 :  
ADDR LINE 3 :  
CITY : STATE : ZIP :  
NEW DEPEND SSA : COUNTRY CD :  
VERIFY: ST: IL ILLEGIBLE SRC: B BIRTH CERT ST DT: 08 26 2009  
NEXT FUNCTION: A 44 TYPE: I SUBSCR SSA: 999 99 XXXX DEPEND SSA: 999 99 9996  
AGENCY: 900 SUB: B50 PAY ACTION:  
INQUIRY ONLY ENTER-NEXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
```

The birth certificate submitted was not legible. An “IL” (illegible) is keyed in the Status Code field and a “B” (birth certificate) is keyed in the Source Code field.

### Successfully Verified Child

```
ADDR LINE 1 :  
ADDR LINE 2 :  
ADDR LINE 3 :  
CITY : STATE : ZIP :  
NEW DEPEND SSA : COUNTRY CD :  
VERIFY: ST: V VERIFIED SRC: AD Adopt Decree ST DT: 08 20 2009  
NEXT FUNCTION: A 44 TYPE: I SUBSCR SSA: 999 99 XXXX DEPEND SSA: 999 99 XXXX  
AGENCY: 900 SUB: B79 PAY ACTION:  
INQUIRY ONLY ENTER-NEXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
```

A valid verification document is submitted. A code “V” (verified) is keyed in the Status Code field and an “AD” (adoption decree) is keyed in the Source Code field.

### Birth Certificate Not Translated to English

```
ADDR LINE 3 :  
CITY : STATE : ZIP :  
NEW DEPEND SSA : COUNTRY CD :  
VERIFY: ST: IV INVALID SRC: ST DT: 12 15 2010  
NEXT FUNCTION: A 44 TYPE: I SUBSCR SSA: 888 88 8881 DEPEND SSA: 888 88 8883  
INQUIRY ONLY ENTER-NEXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
```

A birth certificate is received that has not been translated into English. An “IV” (invalid) is keyed into the Status Code field and the Source Code field is left blank.

## Questions

Please send questions to PEBB Outreach and Training through [FUZE](#). If there are extenuating circumstances that prevent the employee from obtaining the required DV documentation in a timely manner, send a request for an extension to [FUZE](#). PEBB will review the request and determine if an extension will be granted.

## Valid DV Documents

Dependent	Documents
<b>Spouse</b> (including same-sex spouse)	<ul style="list-style-type: none"> <li>• The most recent year’s Federal Tax Return filed jointly that lists the spouse (black out financial information); OR</li> <li>• The most recent subscriber’s and spouse’s Federal Tax Return if filed separately (black out financial information); OR</li> <li>• Proof of common residence (e.g. a utility bill) and Marriage certificate;* OR</li> <li>• Proof of financial interdependency (e.g. bank statement—black out financial information) and Marriage certificate;* OR</li> <li>• Petition for Dissolution of Marriage (Divorce); OR</li> <li>• Legal Separation notice; OR</li> <li>• Defense Enrollment Eligibility Reporting System (DEERS) registration; OR</li> <li>• Valid J-1 or J-2 visa issued by the US Government</li> </ul>
<b>Registered Domestic Partner or Partner of a Legal Union</b>	<ul style="list-style-type: none"> <li>• Proof of common residence (e.g. a utility bill) and certificate/card of state- registered domestic partnership or legal union;* OR</li> <li>• Proof of financial interdependency (e.g. bank statement) (black out financial information) and certificate/card of state-registered domestic partnership or legal unions;* OR</li> <li>• Petition for invalidity (annulment) of a domestic partnership or legal union; OR</li> <li>• Petition for dissolution of domestic partnership or legal union; OR</li> <li>• Legal separation notice of domestic partnership or legal union; OR</li> <li>• Valid J-1 or J-2 visa issued by the US Government</li> </ul>
<b>Children</b> (up to age 26)	<ul style="list-style-type: none"> <li>• The most recent Federal Tax Return that includes the child(ren) as a dependent and listed as a son or daughter (black out financial information); OR</li> <li>• 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</li> <li>• Certificate or decree of adoption; OR</li> <li>• Court ordered parenting plan; OR</li> <li>• National Medical Support Notice; OR</li> <li>• Defense Enrollment Eligibility Reporting System (DEERS) registration; OR</li> <li>• Valid J-2 visa issued by the US Government</li> </ul>
<b>Notes</b>	
<ol style="list-style-type: none"> <li>1. Copies of all the documents referenced within this table are acceptable.</li> <li>2. Other documents may also be used to show proof of common residence or financial interdependency.</li> <li>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.</li> </ol> <p>*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.</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>	

## Status and Source Codes

### Valid Source Codes for Status Codes:

Status Code	Valid Source Codes
<b>V</b> Verified	AD, B, D, DE, DI, DR, JV, LS, MC, MI, MR, P, PD, SN, T
<b>VW</b> Verified WA registered domestic partnership	D, DI, DR, LS, PD, PI
<b>VO</b> Verified any other state equivalent domestic partnership	D, DI, DR, LS, PD, PI
<b>VE</b> Verified where at least one partner is age 62 or older	D, DI, DR, LS, PD, PI
<b>I</b> Incomplete	D, MC, R, I
<b>IL</b> Illegible	AD, B, D, DE, DI, DR, I, LS, M, MC, MI, MR, P, PD, R, SN, T
<b>IV</b> Invalid	None, leave field blank
<b>D</b> Denied	AD, B, D, DE, DI, DR, I, LS, M, MC, MI, MR, P, PD, R, SN, T
<b>VT</b> Voluntary Term	DF

## Timely Submission of DV Documents

If the dependent verification documents are not received in a timely manner, the status in the verification fields will change to “NR” (*Non-Responder*). The next opportunity the employee has to enroll dependents will be Annual Open Enrollment or if they have a life event that triggers a Special Open Enrollment.