

Dependent Enrollment and Verification Instructions

The PEBB Program requires all employees to provide documentation that verifies the relationship between the employee and their dependent(s) before they can be enrolled in an employee's PEBB medical and/or dental coverage ([WAC 182-12-260](#) and [WAC 182-12-262](#)).

Requirements to enroll eligible dependents in PEBB coverage

To enroll eligible dependents in PEBB medical and/or dental coverage, employees must submit the completed PEBB Employee Enrollment/Change form and valid dependent verification to their payroll or benefits office no later than:

- **31 days after the employee becomes newly eligible or regains eligibility** for PEBB benefits under [WAC 182-12-114](#).
- **The last day of annual open enrollment** (November 1-30).
- **60 days after a qualifying special open enrollment event occurs.** See [PEBB Policy Addendum 45-2a](#) for a list of qualifying SOE events and valid documents that may be provided as proof of the event.

For a list of valid dependent verification documents, see the [Dependents](#) webpage or page 2 of [PEBB Policy 31-1](#). Reminder that the policy is updated annually

Other forms and documents may be required depending on the type of dependent the employee is requesting to enroll.

- **To enroll a spouse (regardless of gender):** Valid dependent verification (DV) documents
- **To enroll a state-registered domestic partner or partner of a legal union:** Declaration of Tax Status form and valid DV documents
- **To enroll children up to the age of 26:** Valid DV documents
- **To enroll a dependent child with a disability, age 26 or older:** Certification of a Child with a Disability form and evidence that the condition occurred before age 26
- **To enroll an extended dependent:** Extended Dependent Certification form and a copy of a valid court order showing legal custody or guardianship

PEBB enrollment and certification forms are located on the PEBB BA [Forms and publications webpage](#).

For employees moving from School Employees Benefits Board (SEBB) coverage to PEBB coverage, previous dependent verification and certification data verified/certified by the SEBB Program may be used to verify their dependents for enrollment in PEBB coverage. Send a message to Outreach & Training through [HCA Support](#) to review previous SEBB verifications or certifications.

Employer process

1. Provide the employee with [E-1 worksheet](#) when they express an interest in adding a dependent. If the employee is seeking to add an extended dependent or dependent child with a disability age twenty-six or older, provide the [E-2 worksheet](#). Encourage the employee to review and follow the worksheet, and explaining that dependents won't have insurance until verification requirements have been met.
2. Once the required forms and dependent verification (DV) documents have been received from the employee, verify that:
 - All forms and DV have been received within the required time frame, and
 - All forms are completed correctly, and
 - All changes requested are allowed, and
 - The DV is valid, legible, and complete.
 - If the DV documents are not valid, legible, or complete, follow-up with the employee to request valid DV within the required time frame.

If the forms and documents meet the criteria above, complete the remaining steps.

Important: If the completed forms and valid DV are not received timely, inform the employee that their dependents will not be enrolled and inform them of their right to appeal. The employee may enroll their dependents during the next annual open enrollment period or if they have a qualifying life event that triggers a special open enrollment.

Note: Employee enrollment will not be delayed by the dependent verification process.

3. **Follow these steps if you key enrollment in the PAY1 insurance system** (if Outreach and Training keys for you, skip to #4):
 - a. Create a record for the dependent in PAY1 using the information provided on the PEBB Employee Enrollment/Change form. Dependent enrollment will pend until the verification process is completed.

Instructions are available in the [next section](#) of this document and in the [PAY1 insurance system manuals](#).
 - b. If you process dependent verification in PAY1, key the verification codes on the A.43 screen.
 - If Outreach and Training (O&T) processes dependent verification for you, send the dependent verification documents to O&T for processing after you've created the dependent record in PAY1. Forms and documents may be sent through [HCA Support](#) or by fax at 360-725-0771. Include Attn: Dependent Verification and the employee's last name and last four digits of their SSN on each document sent through fax.
 - If the documents are valid, legible, and complete O&T will verify dependent eligibility and process the verification in PAY1. O&T will notify you of this action through HCA Support.

- If the documents are not valid, legible, or complete O&T will notify you of the issue and what additional documents are required.

c. Maintain a copy of the form(s) in the employee's file.

If the employee is requesting to enroll an **extended dependent** or a **partner of a legal union**, submit required forms and documents through HCA Support for processing after you've created the dependent record in PAY1. Do not send the Declaration of Tax Status form to O&T. Learn about [reporting the tax status of a dependent](#).

4. **Follow these steps if Outreach and Training keys enrollment for you:**

- a. Send the dependent verification documents to O&T for processing after you've created the dependent record in PAY1. Forms and documents may be sent through [HCA Support](#) or by fax at 360-725-0771. Include Attn: Dependent Verification and the employee's last name and last four digits of their SSN on each document sent through fax.
 - If the documents are valid, legible, and complete O&T will verify dependent eligibility and process the verification in PAY1. O&T will notify you of this action through HCA Support.
 - If the documents are not valid, legible, or complete O&T will notify you of the issue and what additional documents are required.
- b. Maintain a copy of the form(s) in the employee's file.

Learn more about the [Processes and Procedures](#) for groups who do not key enrollment.

Entering and verifying eligible dependents in PAY1

1. Log into the PAY1 system and access or create the employee's record.
2. On the command line, enter "A.43" in the NEXT FUNCTION field, then enter "A" in the TYPE field. Enter the social security number of the dependent in the Depend SSA field and press "Enter". The A.43 screen displays in Add mode.

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 for the first dependent enrolled under the employee's record without an SSN, use 999-99-0002 for the second dependent, 999-99-0003 for the third, etc.

```

          ***** A.43 - DEPENDENTS DATA *****
                                MAPA431
SUBSCR SOC SEC :                ID#:                NAME :
----- DEPENDENT DATA -----
DEPEND SSN:          BIRTH SEX:  GENDER ID:    NAME :
LST NM:              1ST NM:              MI:      SFX:
RELATIONSHIP:        BIRTHDATE:          QUAL RSN:
MEDICARE - A:        MEDICARE - B:        HICN:
SIGNATURE DATE:
CERT IND:  EFF DT:          END DT:          SSN:  FNB:  DT:
----- CURRENT -----
ENR EFF DATE  PREM DATE  REASON          ENR EFF DATE
HEALTH:
TOBACCO:
SPOUSAL:
DENTAL:
PHYS/CLINIC :          60-DAY:    DENTAL/CLINIC :
ADDRESS (IF DIFFERENT FROM SUBSCRIBER):
LINE 1:                LINE 2:
CITY:                  STATE:      ZIP :
NEW DEPEND SSA :          COUNTRY CD :
VERIFY: ST:            SRC:          ST DT:
NEXT FUNCTION: A 43 TYPE: A SUBSCR SSA: ### ## ##### DEPEND SSA: 999 99 0001
REQ CANCELLED  ENTER-NEXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
  
```

3. Enter the dependent's BIRTH SEX and GENDER ID in the corresponding fields.

BIRTH SEX codes		GENDER ID codes	
M	Male	M	Male
F	Female	F	Female
		X	Gender X

4. Enter the dependent's last name, first name, middle initial, and suffix, if applicable, in the LST NM, 1ST NM, MI, and SFX fields.
5. Enter the relationship of the dependent to the subscriber in the RELATIONSHIP code field.

RELATIONSHIP codes	
S	Spouse or State-registered Domestic Partner
C	Child
P	Stepchild
F	Extended Dependent

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

6. Enter the dependent's birth date in the BIRTHDATE field (MM DD YYYY).
7. If the dependent is a spouse, state-registered domestic partner, extended dependent, or a dependent child with a disability age 26 or older enter a reason code in the QUAL RSN field.

QUAL RSN codes	
M	Married (spouse)
P	Partnership (state-registered domestic partnership)
D	Extended Dependent
A	Dependent child with a disability, age 26 or older

Note: Enrollment of an extended dependent or dependent child with a disability will pend for PEBB approval. A copy of the Extended Dependent Certification form or the Certification of a Child with a Disability form must be submitted according to the instructions on the form for processing.

8. Tab to the Health ENR field. If the dependent is being enrolled in medical coverage, enter a "Y." If the employee chooses not to enroll the dependent in medical coverage, enter an "N" in the field.
9. Enter the dependent's effective date of enrollment in the EFF DATE field (even if the dependent is not being enrolled in medical coverage).
10. If the dependent is being enrolled in medical coverage, enter code "01" *Newly Eligible Member* in the REASON field. If the dependent is not being enrolled in medical coverage, enter code "49" *Not Elected* in the REASON field.
11. If the dependent is being enrolled in dental coverage, enter a "Y" in the Dental ENR field. If the employee chooses not to enroll the dependent in dental coverage, enter an "N".
12. Enter the dependent's effective date of enrollment in the EFF DATE field (even if the dependent is not being enrolled in dental coverage).
13. If the dependent is being enrolled in dental coverage, enter code "01" *Newly Eligible Member* in the REASON field. If the dependent is not being enrolled in dental coverage, enter code "49" *Not Elected* in the REASON field.
14. If the dependent's address is different than the subscriber's, enter the dependent's address.

Note: If a separate address is entered for a dependent on the A.43 screen, the health plan(s) will mail all correspondence for the dependent to that address, including the medical benefits ID card and billings for health services. If no address is entered for the dependent, all mailings will be sent to the employee's address listed on the A.01 screen.

If Outreach and Training processes dependent verification for you, continue with the following steps. If you process dependent verification in PAY1, skip to the next section.

15. On the command line, enter “**A.43**” in the NEXT FUNCTION field. Enter “**I**” for *Inquire* in the TYPE field. Press the “F10” key. Verify the changes were accepted.

Note: *If you receive an error message indicating a problem with dual enrollment, see the Dual Enrollment section of the PAY1 manual located on the [PAY1 Insurance system](#) webpage.*

16. Repeat steps 3-16 for each dependent listed on the enrollment form.
17. Send the dependent verification documents to O&T for processing after you've created the dependent record in PAY1. Forms and documents may be sent through [HCA Support](#) or by fax at 360-725-0771. Include Attn: Dependent Verification and the employee’s last name and last four digits of their SSN on each document sent through fax.

If you process dependent verification in PAY1, continue with the following steps:

15. Tab to the VERIFY: ST: field at the bottom of the A.43 screen.
 - a. **If the verification documents are valid, legible, and complete**, enter the “**V**” status (ST) code and the source (SRC) code that corresponds with the type of DV provided by the employee to activate the enrollment. See [status and source code tables](#) on pages 6-7. Continue to step 16.
 - b. **If the verification documents are not valid, legible, or complete**, enter the appropriate status (ST) and source (SRC) codes and advise the employee of what is needed to enroll their dependents. See [status and source code tables](#) on pages 6-7. Continue to step 16.

Note: *Once saved, the ENR code “Y” will change to an “N” and the REASON code will change to “11 Need Verification Doc”. If you receive the valid, complete, or legible documents within the required timeframe, enter or update the status code and source codes accordingly. 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.*

- c. **If no verification documents have been received**, do not enter any status or source codes. Skip to step 16.
16. On the command line, enter “**A.43**” in the NEXT FUNCTION field. Enter “**I**” for *Inquire* in the TYPE field. Press the “F10” key. Verify the changes were accepted.

Note: *If you receive an error message indicating a problem with dual enrollment, see the Dual Enrollment section of the PAY1 manual located on the [PAY1 Insurance system](#) webpage.*

17. Repeat steps 3-17 for each dependent listed on the enrollment form.

Status (ST) codes

Status (ST) codes	
V	Verified
VW	Verified Washington state-registered domestic partnership
VO	Verified any other state equivalent of a registered domestic partnership
VE	Verified exempt
I	Incomplete
IL	Illegible
IV	Invalid
D	Denied

Source (SRC) codes

Valid source (SRC) codes to verify a spouse	
T	Federal Tax Return
M	Marriage certificate
R	Proof of common residence
I	Proof of financial interdependency
MC	Marriage certificate only (when the marriage occurs within the last 6 months)
MR	Marriage certificate and proof of common residence
MI	Marriage certificate and proof of financial interdependency
DE	Defense Enrollment Eligibility Reporting System (DEERS) registration
LS	Legal separation notice
PD	Petition for dissolution
JV	Valid J-1 or J-2 visa issued by the U.S. Government

Valid source (SRC) codes to verify a domestic partner	
D	Certificate/card of state-registered domestic partnership only (when the partnership occurs within the last 6 months)
DR	Certificate/card of state-registered domestic partnership and proof of common residence
DI	Certificate/card of state-registered domestic partnership and proof of financial interdependency
PI	Petition for invalidity (annulment) for partnership
PD	Petition for dissolution
LS	Legal separation notice

Valid source (SRC) codes to verify a child	
T	Federal Tax Return

B	Birth certificate or hospital certificate
AD	Certificate or decree of adoption
P	Court ordered parenting plan
SN	National Medical Support Notice
DE	Defense Enrollment Eligibility Reporting System (DEERS) registration
JV	Valid J-2 visa issued by the U.S. Government

Valid Source (SRC) codes and the Status (ST) codes they can be paired with

Status (ST) codes		Source (SRC) codes
V	Verified	AD, B, D, DE, DI, DR, JV, LS, MC, MI, MR, P, PD, SN, T
VW	Verified WA registered domestic partnership	D, DI, DR, LS, PD, PI
VO	Verified any other state equivalent domestic partnership	D, DI, SR, LS, PD, PI
VE	Verified where at least one partner is age 62 or older	D, DI, SR, LS, PD, PI
I	Incomplete	D, MC, R, I
IL	Illegible	AD, B, D, DE, DI, DR, JV, LS, MC, MI, MR, P, PD, SN, T
IV	Invalid	None, leave field blank
D	Denied	AD, B, D, DE, DI, DR, JV, LS, MC, MI, MR, P, PD, SN, T

Tips for processing dependent verification 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 (SRDP) within 6 months of the date of marriage.
- When the employee is verifying a spouse or SRDP after the first 6 months 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 the status (ST) code:	Use the source (SRC) code:
A marriage certificate only	Within the past 6 months?	V (verified)	MC (marriage certificate only)
	More than 6 months in the past?	I (incomplete)	R (proof of common residence) OR I (proof of financial interdependency)
Proof of common residence only		I (incomplete)	M (marriage certificate only)
Proof of financial interdependency only		I (incomplete)	M (marriage certificate only)

- a. **Proof of residence example:** Utility bill with both names listed.
 - i. 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.
- b. **Proof of financial interdependency example:** Bank statement with both names listed.
- c. If the employee (subscriber) is not listed on a dependent’s birth certificate because the spouse is the biological parent, the relationship between the employee and spouse needs to be verified before you verify the child—even if the spouse is not enrolled in medical coverage.
- d. Employees may black out any financial information, account numbers, etc. on verification documents(e.g., blacking out financial information on a tax return).
- e. 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 (SRC) code that corresponds with the missing document.
- f. If a document is illegible, enter an “IL” in the Status (ST) code field and enter the Source (SRC) code that corresponds to the document that is illegible (e.g., if birth certificate is illegible, enter a “B”).

Verification 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 (ST) code field and a “B” (birth certificate) is keyed in the Source (SRC) 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 6 months in the past. (Two documents are required if the employee is using a marriage certificate with a date of

marriage more than 6 months in the past: the marriage certificate and proof of common residence or proof of financial interdependency).

An "I" (incomplete) is keyed in the Status (ST) code field and an "R" (proof of residency) is keyed in the Source (SRC) 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: R 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 (ST) code field and a "B" (birth certificate) is keyed in the Source (SRC) 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 XXX1 DEPEND SSA: 999 99 XXX2  
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 (ST) code field and an "AD" (adoption decree) is keyed in the Source (SRC) code field.

Birth certificate not translated in 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 and certified with a notary public seal. An "IV" (invalid) is keyed into the Status (ST) code field and the Source (SRC) code field is left blank.

Additional resources

See the following resources for additional guidance on how to enroll dependents and process dependent verification:

For employers who key enrollment in PAY1:

- Guidance for enrolling dependents can be found on the [Dependents](#) webpage and in [Chapter 2 of the PAY1 manual](#) for your employer type.

If Outreach and Training keys enrollment for you:

- Guidance and instructions for submitting completed enrollment forms and valid dependent verification to O&T for processing can also be found on the [Dependents](#) webpage and in the [Processes and Procedures Manual](#) for groups who do not key in PAY1.

Contact

Please send questions to Outreach and Training through [HCA Support](#).

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 through HCA Support. PEBB will review the request and determine if an extension may be granted.