USNH DEPENDENT ELIGIBILITY AND REQUIRED DOCUMENTATION FOR ELIGIBILITY AND ENROLLMENT

Employees (or eligible Retirees) who enroll dependents for coverage (spouse and eligible children) must submit documentation verifying the dependent's eligibility. All documents must be submitted to your Campus Human Resources Office for approval prior to the dependent(s) enrollment in the medical, dental and/or vision plans. In addition, you may be required to certify that the information is current as of the date of enrollment. The eligible definition describes eligible dependent relationships and the documentation required describes what will be accepted as proof of eligibility. **DO NOT** send original documents as they will not be returned.

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<th>Dependents</th>
<th>Eligibility Definition</th>
<th>Documentation Required</th>
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| Spouse     | A person to whom you are legally married. | A photocopy of the Marriage Certificate¹  
Or  
A photocopy of the front page of the most recently filed (but not earlier than 2011) federal tax return (Form 1040) that includes the spouse.  
**Note:** For tax returns you may block out all financial information and all but the last 4 digits of any social security numbers.  
**AND**  
**Spouse Certification Form** certifying eligibility effective on the date it is submitted.  
¹Or, current VISA documentation or equivalent certificate from the foreign country that identifies employee/spouse relationship. |
| Child      | A child of the subscriber or the subscriber’s spouse up to the age of 26, regardless of the child’s marital, student, eligibility for other coverage, or financial dependency status. This includes a stepchild, legally adopted child, child required under a qualified medical support order, or any child in a guardianship relationship upon submitting required supporting documentation. | **Natural Child** – Photocopy of birth certificate showing employee and dependent name.  
**Step Child** – Photocopy of birth certificate showing employee’s spouse as a parent and a photocopy of the marriage certificate showing the names of the employee and spouse.  
**Adoption, Legal Guardian or Qualified Medical Support Order** – Photocopy of the final court order with the presiding judge’s signature or seal or adoption final decree.  
**If born outside of the United States** – Photocopy of the naturalization certificate; or consular report of birth (if born abroad). |

To obtain copies of the documents listed above, contact the Town Clerk in the city of the birth, marriage, etc. New Hampshire residents can obtain records from the [State Division of Vital Records and Administration](http://www.vitalrec.com) or visit these Web Sites: [www.vitalrec.com](http://www.vitalrec.com) or [www.vitalchek.com](http://www.vitalchek.com).

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<td>Disabled Child</td>
<td>If a covered child is not capable of self-support when he or she reaches age 26 due to mental or physical disability, the child may be eligible for a continuance of coverage. Coverage for a child with a disability may continue; if the child is currently totally disabled, became totally disabled while enrolled in the plan as a dependent, and remains chiefly financially dependent on the subscriber.</td>
<td>Documentation for the appropriate “Child” type as noted above. Please note: Documentation is only verifying the child’s eligibility as a dependent. The disability status of a child is determined through a separate process.</td>
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