

## **IMPORTANT DEPENDENT ELIGIBILITY DOCUMENTATION REQUIREMENTS**

Verifying dependent eligibility information is a common practice that helps employers like Meridian ensure their plans are well managed and enrollment is compliant with the plan document. This process helps manage overall plan costs, which benefits all team members.

If you plan to add dependents to your benefits, please be sure to bring documentation (see below) to your benefits meeting with your benefits enrollment counselor. If you do not have this information available, you will not be able to add your dependents until this information is received. If this information is not received within 31 days of your effective date, you will not be able to enroll your dependents until the next Open Enrollment period at which time documentation will then be required.

<b><u>ELIGIBILITY CATEGORIES</u></b>	<b><u>REQUIRED DOCUMENTS</u></b>
<b>A.</b> Your legal spouse	<ul style="list-style-type: none"><li>• Copy of page 1 of your most recent State or Federal tax return (must indicate married status and list spouse; black out or cover up all Social Security numbers and financial information)</li><li>• Copy of marriage certificate plus current proof of marriage (e.g., copy of joint account statement or joint bill showing names of both spouses dated within the past 60 days)</li></ul>
<b>A.</b> Your same-sex Civil Union partner with whom you share a committed and mutually dependent, spouse-like relationship	NJ residents should submit either: <ul style="list-style-type: none"><li>• a NJ Civil Union Certificate</li></ul>
<b>B.</b> Your unmarried child* under age 26	Any <b>ONE</b> of the following: <ul style="list-style-type: none"><li>• Copy of page 1 of a recent Federal Tax Return listing child as a dependent</li><li>• Birth certificate (<i>You and/or your spouse or domestic partner must be listed as a parent on the child's birth certificate. If you are covering a stepchild, you must <u>also provide</u> proof that your spouse has some form of custody of the child (e.g., divorce paperwork).</i>)</li><li>• Certificate of adoption</li><li>• Court order of legal guardianship</li></ul>
<b>C.</b> Your unmarried dependent child* who was disabled prior to age 26, is unable to earn a living due to a mental or physical disability and depends upon you for financial support	See documents for Category B above <b>AND</b> Signed medical documentation of disability, for disabled dependents over the age of 26.
<b>INELIGIBLE</b> (dependent does not fit any of the above definitions)	No documentation required

\*A "child" for these purposes includes a:

- biological or adopted child (or child placed for adoption),
- stepchild or foster child,
- child for whom you have custody pursuant to a court order (the child must depend upon you for support and be claimed as a dependent on your income tax return)
- child recognized by a Qualified Medical Child Support Order
  - child of your domestic partner.