

## Supporting documentation for dependent benefits enrollment

**IMPORTANT:** All supporting documentation must be submitted with a completed ERB within 31 days of the qualifying event. If the original document is not in English, then the document(s) must be translated by an accredited translator and the translated version submitted to HR Connect's Health Benefits Administration.

Qualifying Event	Dependent type	Acceptable documentation
Marriage	Spouse (regardless of citizenship)	<p>Copy of your marriage <b>certificate</b></p> <p><b>NOTE:</b> A marriage <b>license</b>, or a marriage certificate issued by a house of worship, are not valid forms of supporting documentation.</p> <p><b>NOTE:</b> Out-of-state marriage certificates for same-sex spouses <b>WILL</b> be accepted as supporting documentation when adding a same-sex spouse as a dependent. However, for federal tax purposes, the spouse will be processed as, and considered, a domestic partner.</p>
Domestic partnership	Domestic partner	Copy of your City domestic partner registration
New child under 19	Employee is custodial parent	<ul style="list-style-type: none"> <li>• Copy of the child's birth certificate, <b>OR</b></li> <li>• Hospital discharge papers <b>AND</b> baby's footprints, <b>OR</b></li> <li>• Hospital discharge papers <b>AND</b> letter from the hospital (if footprints not provided), <b>OR</b></li> <li>• Copy of the child's birth certificate <b>AND</b> adoption papers</li> </ul> <p><b>NOTE:</b> If the child was delivered outside of a hospital (such as a home birth with a midwife) and a birth certificate has not yet been issued, employee may submit the ERB and forward the birth certificate upon receipt.</p>
	Employee is non-custodial parent	Copy of the child's birth certificate <b>AND</b> copy of the court order instructing employee to include child on coverage
	Employee is father of child and not listed on birth certificate	<ul style="list-style-type: none"> <li>• If mother of the child is employee's dependent, copy of the child's birth certificate, <b>OR</b></li> <li>• If mother of the child is NOT employee's dependent, letter of filiation (paternity) from the court <b>AND</b> copy of the child's birth certificate</li> </ul>
New child (age 19-23)	College student	<p>Copy of the child's birth certificate <b>AND</b> a letter from the college or university registrar confirming their full-time enrollment at an accredited college or university.</p> <p><b>NOTE:</b> A new registrar letter must be submitted each year of the child's enrollment.</p>
	High school student	<p>Copy of the child's birth certificate <b>AND</b> letter from the principal, on school letterhead, confirming full-time enrollment in that high school.</p> <p><b>NOTE:</b> A new principal letter must be submitted each year of the child's enrollment.</p>
	Disabled child who cannot work	Copy of the child's birth certificate <b>AND</b> letter from the child's physician detailing the child's disability.

Loss of coverage	Spouse	Copy of marriage certificate <b>AND</b> documentation indicating that they have lost their health coverage (such as a termination letter from their previous employer or benefits carrier)
	Domestic partner	Copy of the City domestic partner registration <b>AND</b> documentation indicating that they have lost their health coverage (such as a termination letter from their previous employer or benefits carrier)
	Child	Copy of the child's birth certificate <b>AND</b> documentation indicating that they have lost their health coverage (such as a termination letter from the child's parent's previous employer or benefits carrier).