

# Montgomery County Public Schools Employee Benefit Plan

## *Who is eligible for benefits?*

### **Employees**

You are eligible to enroll in the employee benefit plan if you are a permanent MCPS employee regularly scheduled to work 20 hours or more per week. Suppose your spouse has health coverage through the MCPS employee benefit plan and you are a covered dependent. In that case, you may not enroll for coverage as an individual under the MCPS employee benefit plan.

### **Dependents**

Eligible covered dependents must be enrolled in the same coverage in which you are enrolled. Eligible dependents include your—

- spouse, and
- eligible children meeting the following age requirements:
  - until the end of the month in which they turn 26 for medical and prescription coverage
  - until the end of the month in which they turn 24 for dental and vision coverage
  - until September 30 following their 23rd birthday for life insurance coverage

The documentation you submit to show eligibility of a spouse or child(ren) must include, but is not limited to the following:

#### **Spouse:**

- Social Security card and
- Certified marriage certificate or current joint tax return (signed by both parties or a copy of the confirmation of electronic submission)

#### **Newborn or Biological Children:**

- Social Security card and
- valid birth certificate or valid birth registration

#### **Stepchildren:**

- Social Security card and
- valid birth certificate or valid birth registration and
- shared or joint custody agreement (court validated) up to age 18

#### **Adopted Children, Foster Children, and Children in Guardianship or Custodial Relationships:**

- Social Security card and one of the following:
  - Adoption documents (court validated)
  - Guardianship or custody documents (court validated)
  - Foster child documents (county, state, or court validated)

### **Learn More**

**More information about dependent eligibility can be found in the Employee Benefit Summary.**