

## ***Who is eligible for benefits?***

**Effective January 1, 2012**

### **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. If your spouse has health coverage through the MCPS employee benefit plan and you are a covered dependent, you may not enroll for coverage as an individual under the MCPS employee benefit plan.

If you are covered under your parent's MCPS employee benefit plan and are subsequently employed by MCPS in a benefits-eligible position, you cannot continue coverage as a dependent on your parent's benefit plan. If you fail to elect your own benefits coverage in the time allotted for new employees, MCPS will automatically unenroll you from your parent's benefits plan. MCPS will then enroll you in the same benefits coverage you previously held.

### **Dependents**

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

Eligible dependents include your—

- spouse,
- qualified same sex domestic partner, 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 September 30 following their 23<sup>rd</sup> birthday for dental, vision, and life insurance coverage

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

Spouse:

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

Qualified Same Sex Domestic Partner:

- Social Security number and
- signed and notarized MCPS affidavit ([available on ERSC website](#)) plus additional documentation as required by the affidavit

## Newborn or Biological Children:

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

## Children of same sex domestic partner:

- Social Security number and
- valid birth certificate or valid birth registration and one of the following—
  - official adoption documents
  - shared or joint custody agreement (court validated)

## Stepchildren:

- Social Security number and
- valid birth certificate or valid birth registration and
- shared or joint custody agreement (court validated)

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

- Social Security number 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](#).

# Employee and Retiree Service Center

