

Dependent Eligibility & Required Documentation



CRITICAL REQUIREMENTS & DEADLINES

- **30-Day Deadline:** There is a strict 30-day deadline from your hire date or qualifying life event for enrollments and submission of all supporting documents.
- **Mandatory Document:** Social Security cards are required for all dependents prior to enrollment coverage activation.

1. Employee Eligibility Criteria

- **Permanent MCPS Employees:** You are eligible to enroll in the MCPS Employee Benefit Plan if you are a permanent employee regularly scheduled to work 20 hours or more per week.
- **Dual Coverage Limit:** If your spouse has health coverage through the MCPS Employee Benefit Plan and you are listed as a covered dependent, you may not enroll for coverage as an individual under the MCPS Employee Benefit Plan.

2. Dependent Eligibility & Age Thresholds

Eligible covered dependents must be enrolled in the same coverage options in which you are enrolled. Covered dependents include your legal spouse and eligible children up to the following age limits:

Medical & Prescription	Dental & Vision	Life Insurance
Age 26 Until the end of the month in which they turn 26	Age 24 Until the end of the month in which they turn 24	Age 23 Until September 30 following their 23rd birthday

3. Required Verification Documentation

Spouse • Social Security Card • Certified / Court-Sealed Marriage Certificate, OR • Current Joint Tax Return (signed by both parties or copy of electronic submission confirmation)	Newborn or Biological Children • Social Security Card • Valid Birth Certificate, Proof of Birth Letter, or Birth Registration Notice
Stepchildren • Social Security Card • Valid Birth Certificate or Birth Registration Notice • Shared or Joint Custody Agreement (court validated, up to age 18)	Adopted, Foster, or Legal Guardianship • Social Security Card • Court-validated Adoption Documents, OR • Court-validated Guardianship/Custody Documents, OR • County/State/Court-validated Foster Child Documents

Need Additional Information?

Refer to the Employee Benefit Summary or contact the Employee and Retiree Service Center (ERSC).
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