

Supporting Documents for Eligible 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 spouse or child(ren) must include, but is not limited to the following:

Spouse

Valid marriage license or certificate

Social Security number

or—

Current joint tax return *(signed by both parties or a copy of the confirmation of electronic submission)*

Newborn or Biological Children

Valid Birth Certificate or Proof of Birth letter or Birth Registration notice

Social Security number

Stepchildren

Birth Certificate or Proof of Birth letter or Birth Registration notice

Social Security number

Shared or joint custody agreement *(up to age 18; 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)*

Supporting Documents for Qualifying Life Events

Birth

Birth Certificate or Proof of Birth letter or Birth Registration notice

Social Security Card

You may initially enroll your newborn without supporting documentation. You will need to provide the Employee and Retiree Service Center (ERSC) with a copy of your child's birth registration or birth certificate and a copy of your child's Social Security card within 60 days of your child's birth. If you are unable to provide a copy of the Social Security card and/or birth registration or certificate within the 60-day time frame, you will need to submit evidence that you have applied for this documentation. Failure to provide this documentation will result in termination of coverage.

Adoption

Legal Adoption Paperwork (*once finalized*)

Birth Certificate

Social Security Number

To enroll your child, you will need to provide legal documentation related to the placement for adoption of your child. It may be necessary to provide updated documents during the adoption process. Once the adoption is finalized, you will need to obtain a birth certificate and Social Security card and send copies of those documents to the Employee and Retiree Service Center (ERSC). Your dependent's benefits enrollment will be placed in pending status until ERSC receives and verifies your supporting documentation. Failure to provide this documentation will result in termination of your child's coverage.

Marriage

Marriage License or Certificate

To enroll your new spouse, you will need to provide the Employee and Retiree Service Center (ERSC) with a copy of your marriage certificate by the 20th of the month. Your spouse's benefits enrollment will be placed in pending status until ERSC receives and verifies your supporting documentation.

Legal Guardianship

Legal Guardianship or Custody Paperwork (*court validated*)

To enroll your new dependent, you will need to provide the Employee and Retiree Service Center (ERSC) with a copy of the legal documentation for guardianship or custody by the 20th of the month. Your dependent's benefits enrollment will be placed in pending status until ERSC receives and verifies your supporting documentation.

Divorce

Divorce Decree

You will need to provide the Employee and Retiree Service Center (ERSC) with a copy of your divorce decree by the 20th of the month to finalize cancellation of your former spouse's benefits. Your former spouse's benefits cancellation will be placed in pending status until ERSC receives and verifies your supporting documentation.

Loss of Non-MCPS Coverage*

Proof of loss of non-MCPS coverage including a statement of the benefits you are losing

All necessary supporting documents for eligible dependents you are enrolling

To finalize your benefits enrollment, you will need to provide the Employee and Retiree Service Center (ERSC) with a copy of the proof of loss of your non-MCPS coverage, a statement of the benefits you lost, a marriage certificate if you are enrolling your spouse, and/or a birth registration or certificate, or adoption or legal guardianship papers if you are enrolling any dependent children. Your benefits enrollment will be placed in pending status until ERSC receives and verifies your supporting documentation.

**You should use this option if you are enrolled under a spouse's coverage and have finalized your divorce.*

Gain of Non-MCPS Coverage

No documentation required to cancel MCPS coverage

You will not need to provide any documentation to cancel your benefits with MCPS. Cancellation of your benefits also cancels coverage for any family members enrolled in your benefits plan. To finalize benefits cancellation for your dependent(s), you will need to provide the Employee and Retiree Service Center (ERSC)—by the 20th of the month—proof that your dependent(s) is enrolled in a non-MCPS benefit plan. Cancellation of your dependent's coverage will be placed in pending status until ERSC receives this documentation.