

To enroll a dependent on your health plan, Benefit Services requires dependent verification.

***Please black out all financial information and Social Security numbers on documentation provided.**

Dependents	Eligibility Definition	Documentation Required
Spouse	A person to whom you are legally married.	<ul style="list-style-type: none"> ➤ A copy of the top half of the front page of the employee's most recently filed federal tax return that includes employee's spouse, OR ➤ Photocopy of marriage certificate
Child	<p>Your child that is under 26 years of age including:</p> <ul style="list-style-type: none"> ➤ Your biological children; ➤ Your stepchildren; ➤ The children of your Designated Eligible Dependent that reside in your household; ➤ Your legally adopted children; ➤ Your foster children, including any children placed with you for adoption; ➤ Any children for whom you are responsible under court order; ➤ Your grandchildren in your court-ordered custody; and ➤ Any other child who lives with you in a parent-child relationship, or whose parent is your child and is covered as a dependent under the plan. 	<ul style="list-style-type: none"> ➤ For Natural Child(ren) – Photocopy of birth certificate showing employee's name, OR ➤ Photocopy of the employee's most recently filed federal tax return showing the dependent listed. ➤ For Stepchild(ren) – Photocopy of birth certificate showing employee's spouse/DEI's name; and a copy of marriage certificate showing the employee and parent's name, OR ➤ Photocopy of the employee's most recently filed federal tax return showing the dependent listed. ➤ For Legal Guardian, Adoption, Grandchild(ren) or Foster Child(ren) –Final Court Order with presiding judge's signature and seal, Adoption Final Decree with presiding judge's signature and seal, or a Qualified Medical Child Support Order, OR ➤ Photocopy of the employee's most recently filed federal tax return showing the dependent listed.
Dependent Child with Disability	<p>Any dependent child that otherwise meets the criteria of "child" and is disabled if:</p> <ul style="list-style-type: none"> ➤ He or she is not able to earn his or her own living because of a disability which started prior to the date he or she reaches the maximum age for dependent children under your plan; and ➤ He or she depends chiefly on you for support and maintenance. 	<ul style="list-style-type: none"> ➤ Documentation as noted above for "Child" dependent type AND ➤ A copy of the top half of the front page of the employee's most recently filed federal tax return that includes this child. <p>Please note that this audit is only verifying the child's eligibility as a dependent. Your health carrier determines the disability status of the child.</p>
Designated Eligible Individual (DEI)	<p>A Michigan Tech employee who does not already enroll a spouse for the health plans may enroll one individual for health coverage but only if ALL of the following eligible criteria are met:</p> <ul style="list-style-type: none"> ➤ The employee is eligible for Michigan Tech's health plan options. ➤ The DEI, at the time of proposed enrollment, resides in the same residence as the employee and has done so for the previous 18 continuous months, other than as a tenant. ➤ The DEI is not a "dependent" of the employee as defined by the IRS. <p>Please noted that the following individuals do not meet the eligibility criteria for a DEI:</p> <ul style="list-style-type: none"> ➤ Spouse, ➤ Children and their descendents (children, grandchildren), ➤ Parents and Parent's descendents (siblings, nieces, nephews), ➤ Grandparents and their descendents (aunts, uncles, cousins), ➤ Renters, boarders, tenants. 	<ul style="list-style-type: none"> ➤ A copy of the Michigan Tech DEI form AND ➤ Proof of Joint Residence showing that the Michigan Tech employee and DEI share the same residence such as: <ul style="list-style-type: none"> • The drivers licenses of the employee and DEI showing the same address. • The most recently filed individual federal tax returns for the employee and DEI showing the same address. • A copy of a joint lease or mortgage showing the employee and DEI name.