

DEPENDENT ELIGIBILITY VERIFICATION

Dependent Eligibility Verification

In an effort to continue providing optimal benefits at the lowest possible cost to you, we are conducting a Dependent Eligibility Verification for newly added dependents for the upcoming plan year. Confirming that only eligible dependents are covered under our health plan will help ensure you receive the lowest possible premium.

FBMC Benefits Management, Inc. has been authorized to obtain documentation regarding your enrolled dependents. Please provide the required documentation for all dependents you would like to cover, through any Jackson Health System-sponsored health insurance benefit plan. Failure to provide verification documentation for your dependents will result in the inability to enroll them in coverage.

All documents MUST be submitted no later than the last day of open enrollment in order to begin coverage for your dependents.

You may provide your documents during open enrollment at the On-site FBMC Service Center on the main campus in Jackson Medical Towers HR office or fax it to 305-355-2324.

Proof of eligibility/verification and Social Security numbers must be provided. Official documents of birth and/or marriage from anywhere in the United States may be obtained through vitalchek.com or by calling 800-255-2414 (some fees may apply).

Protecting you and your dependent's personal information is a priority to Jackson Health System and FBMC. All documents provided during the dependent verification audit are securely stored and protected through physical, electronic, and procedural safeguards.

ALL DOCUMENTATION MUST BE SUBMITTED BY THE END OF YOUR OPEN ENROLLMENT TO BEGIN COVERAGE FOR YOUR DEPENDENTS.

Dependent Relationship	Documentation Required
Spouse (Married Prior to Current Calendar Year)	<ul style="list-style-type: none"> Marriage License (issued by county, state, federal, country)
Domestic Partner	<ul style="list-style-type: none"> Certificate of Domestic Partnership Notarized Domestic Partner Affidavit with two supporting documents
Domestic Partner Supporting Documents	<ul style="list-style-type: none"> Joint ownership of realty property Common ownership of an automobile Joint bank accounts A will, retirement plan or life insurance policy designating the other as primary beneficiary A joint rental agreement Driver license showing the same address for both parties IRS tax returns showing the same address for both parties Notarized Domestic Partner Affidavit Form
Domestic Partner's Dependent Child(ren) – <u>Domestic Partner must be enrolled</u> (Up to end of calendar year reaches age 26) (Unmarried Age 26 – 30)	<ul style="list-style-type: none"> Birth Certificate (issued by county, state, federal, country) Affidavit is required and needs to be issued before coverage is effective Same as above plus: Current Student (Current Course Schedule) or Proof of Residency in the employee's home (Driver's License) AND Notarized Adult Child Affidavit
Stepchild(ren) (Up to end of calendar year reaches age 26) (Unmarried Age 26 – 30)	<ul style="list-style-type: none"> Birth Certificate (issued by county, state, federal, country) AND Marriage License (issued by county, state, federal, country) All of the above plus: Current Student (Current Course Schedule) or Proof of Residency in the employee's home (Driver's License) AND Notarized Adult Child Affidavit
Adopted Child(ren) (Up to end of calendar year reaches age 26) (Unmarried Age 26 – 30)	<ul style="list-style-type: none"> Court Documents naming employee as parent All of the above plus: Current Student (Current Course Schedule) or Proof of Residency in the employee's home (Driver's License) AND Notarized Adult Child Affidavit
Disabled Adult Child	<ul style="list-style-type: none"> Birth Certificate (issued by county, state, federal, country) AND Social Security Disability documents determining disability. *Please Note: Medical Company (AvMed) may request additional documentation.
Grandchild(ren) (Birth up to 18 months) (Over 18 months old)	<ul style="list-style-type: none"> Birth Certificate of grandchild AND Birth Certificate of dependent birth parent who is an eligible covered dependent residing with the employee Legal Custody or Guardianship
Legal Guardianship/Custody (Up to end of calendar year reaches age 26) (Unmarried age 26 – 30)	<ul style="list-style-type: none"> Court Order naming employee as legal guardian/custodian (Affidavit is not acceptable) If spouse (not employee) is guardian/custodian, verify marriage license AND Birth Certificate All of the above plus: Current Student (Current Course Schedule) or Proof of Residency in the employee's home (Driver's License) AND Notarized Adult Child Affidavit