

## Dependent Eligibility Definitions and Required Documentation Confirming Their Relationship to the Employee

Dependents	Eligibility Definition	Documentation Required
Spouse	<p>The marriage must be recognized as legal in the Commonwealth of Virginia.</p> <p>NOTE: Ex-spouses will not be eligible, even with a court order.</p>	<ul style="list-style-type: none"> <li>• Copy of state-issued marriage certificate received after the date of the ceremony with recorded file date, <b>and</b></li> <li>• Copy of the first and second pages of the employee’s most recent federal tax return that shows the dependent listed as “Spouse”. Page 2 must include signatures or an e-file confirmation number. “Mark out” all financial information and the first five digits of all Social Security numbers.</li> </ul>
Natural (Biological) Child	A child may be covered to the end of the month in which he or she turns age 26.	<ul style="list-style-type: none"> <li>• Copy of birth certificate or proof of birth showing employee as parent.</li> </ul>
Adopted Child	A child may be covered to the end of the month in which he or she turns age 26.	<ul style="list-style-type: none"> <li>• Copy of birth certificate or court approved adoption order showing employee’s name. If this is a legal pre-adoptive agreement, it must be reviewed and approved by the UVA HR.</li> </ul>
Stepchild (biological child of spouse)	A stepchild may be covered to the end of the month in which he or she turns age 26.	<ul style="list-style-type: none"> <li>• Copy of birth certificate (or adoption agreement) showing the employee’s spouse as parent, <b>and</b></li> <li>• Copy of state-issued marriage certificate received after the date of the ceremony with recorded file date showing the employee and dependent parent’s name, and one form of proof of joint ownership, <b>and</b></li> <li>• Copy of the first and second pages of the employee’s most recent federal tax return that shows the dependent’s parent listed as “Spouse”. Page 2 must include signatures or an e-file confirmation number. “Mark out” all financial information and the first five digits of all</li> </ul>

		Social Security numbers.
Foster Child	A foster child may be covered to the end of the month in which he or she turns age 26.	<ul style="list-style-type: none"> <li>• Copy of birth certificate, <b>and</b></li> <li>• Copy of the Final Court Order granting permanent custody with name of employee as responsible party, name of minor children, and presiding judge’s signature, support order number, and seal.</li> </ul>
Other child for whom you have permanent legal guardianship or custody	<p>A child for which a court has ordered the employee (and/or the employee’s legal spouse) to assume permanent custody may be covered to the end of the month in which he or she turns age 26 if:</p> <ul style="list-style-type: none"> <li>• They are unmarried,</li> <li>• Reside full-time with the employee in a regular parent-child relationship,</li> <li>• Is declared as a dependent on the employee’s federal income tax return, and</li> <li>• Custody was awarded prior to the child’s 18<sup>th</sup> birthday.</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of birth certificate, <b>and</b></li> <li>• Copy of the Final Court Order granting permanent custody with name of employee or spouse as responsible party, name of minor children, and presiding judge’s signature, support order number, and seal.</li> </ul>
Other child – exception	<p>If the employee (or the employee’s spouse) shares permanent custody of an “other child” with their minor child who is the parent of the “other child – exception”, then that “other child” may also be covered if the other child, the minor child (who is the parent) and the employee’s spouse (if applicable):</p> <ul style="list-style-type: none"> <li>• All live in the same household as the employee,</li> <li>• Both children are unmarried,</li> <li>• Both children are declared as dependents on the employee’s federal tax return, and</li> <li>• A court has ordered the employee or the employee’s spouse to</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of the other child’s birth certificate showing the name of the minor child as the parent of the other child, <b>and</b></li> <li>• Copy of the birth certificate (or adoptive agreement) for the minor child showing the name of the employee, <b>and</b></li> <li>• Copy of the Final Court Order granting custody with names of employee or spouse and their minor child as the responsible parties, name of “other child”, and presiding judge’s signature, support order number, and seal.</li> </ul>

	assume joint permanent custody.	
Disabled Adult Child	<p>The employee's adult children who are disabled due to a physical or mental health condition may be covered beyond the end of the month in which they turn age 26 if:</p> <ul style="list-style-type: none"> <li>• They are permanently and totally disabled,</li> <li>• They are unmarried,</li> <li>• They reside full-time with the employee (or the other natural/adoptive parent),</li> <li>• They are declared as a dependent on the employee's federal income tax return,</li> <li>• They are deemed disabled prior to the end of the month in which they reach age 26, and</li> <li>• They have maintained continuous coverage under an employer-sponsored plan of the employee (or the other natural/adoptive parent).</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of birth certificate or legal adoptive agreement showing employee's name, <b>and</b></li> <li>• Other medical certification and eligibility documentation as needed.</li> <li>• In the case of a new employee, copy of the HIPAA Certificate showing prior employer-sponsored coverage.</li> </ul>