

APPENDIX A

Documentation Requirements for Enrollment of Dependents for Health Benefits

The following documentation must be submitted with the enrollment form for health insurance benefits at the time the employee applies for coverage:

RELATIONSHIP	DOCUMENTATION REQUIRED
Spouse	Marriage Certificate or Connecticut-issued Civil Union Certificate
Party to a Civil Union	Civil Union Certificate (issued by a state other than Connecticut)
Dependent Child Under Age 26 - Employee is birth parent - Employee is Legal Guardian - Employee is adoptive parent - Employee is Step Parent	- Birth Certificate - Documentation of Legal Guardianship - Adoption Decree or Birth Certificate - Birth Certificate <u>and</u> Marriage Certificate
Disabled Child Over Age 26	Requires documentation noted above (if not already on file) and completion of the insurance carrier's medical verification form

Employees changing plans during open enrollment without adding a new dependent will not have to submit additional proof of relationship for dependents covered under the old plan.