

Dependent Eligibility Verification Required Documentation

Dependents eligible for PEEHIP coverage and the documents required to show proof of a dependent's eligibility are listed and defined below. All dependents must have a valid Social Security Number (SSN) to be eligible and must provide a copy of their Social Security card to PEEHIP. Any dependent without a SSN must provide valid, unexpired immigration documents. An Individual Tax Identification Number can be provided for tax reporting purposes, but it must be accompanied with these required immigration documents.

Dependents	Eligibility Definition	Documentation Required (copies only, no original documents)
Spouse	<p>A person to whom you are currently and legally married. Ex- spouses and common-law spouses are not eligible dependents even if a member continues to pay for family coverage.</p> <p>The ex-spouse and (ex-stepchildren) must be deleted from coverage effective the first day of the month following the date of divorce.</p> <p>Black out account numbers, income, or statement balances prior to sending your documents to PEEHIP. Under no circumstances does PEEHIP solicit this type of information from members.</p>	<p>Copy of Social Security card, copy of marriage certificate filed with probate court, AND copy of one of the following documents to show marriage is still current. If married six months or less, additional proof is not required.</p> <p>Documents below must list BOTH member and spouse. If unavailable, a document can list ONLY the spouse but must show the SAME address as the member.</p> <ul style="list-style-type: none"> • Current mortgage statement, home equity loan, or lease agreement • Current utility bill (water, electric, gas, cellular, etc.) • Current credit card or account statement • Current cable or satellite service bill • Property tax documents • Current automobile registration <p>If the above documents are not available:</p> <ul style="list-style-type: none"> • Transcript of member's most current Federal 1040 Income Tax Return listing BOTH member and spouse <p>If filed separately, spouse's transcripts also required <i>NOTE: "Current" is defined as within the last six (6) months.</i></p>
Separated Spouse	A legally separated spouse	Notice of Legal Separation (court documents signed by a judge)
Biological Child	Member's biological child who is under age 26	Copy of Social Security card AND copy of Birth Certificate (issued by a state, county or vital records office)
Foster Child	A child under age 26 who is placed with a member by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction.	<p>Copy of Social Security card AND Placement Authorization signed by a judge OR Final Court Order with presiding judge's signature and seal</p>
Adopted Child	Member's legally adopted child under age 26	<p>Copy of Social Security card AND one of the following documents:</p> <ul style="list-style-type: none"> • Certificate of Adoption • Papers from the adoption agency showing intent to adopt • Court documents signed by a judge showing the member has adopted the child • International adoption papers from country of adoption • Birth Certificate (issued by a state, county, or vital records office naming the adopted parents)

Step Child	A child under age 26 who is the natural offspring or adopted child of the covered member's spouse.	<p>All of the following documents:</p> <ul style="list-style-type: none"> • Copy of Social Security card • Birth certificate of step child showing member's spouse's name • Marriage certificate showing the step child's biological parent is married to member <p>NOTE: If the spouse is not covered under the PEEHIP plan, in addition to the above documents, you must submit proof that your marriage is still current. Please refer to the Spouse category for a list of acceptable documentation.</p> <p>If step child is added at different time than spouse - other current proof of marriage is required.</p>
Incapacitated Child	<p>An unmarried incapacitated child 26 years of age or older who:</p> <ul style="list-style-type: none"> • is permanently incapable of self-sustaining employment because of a physical or mental handicap • is chiefly dependent on the member for support AND • was disabled prior to the time the child attained age 26, and the child had to be covered as a dependent on the member's PEEHIP policy before reaching the limiting age. <p>Two Exceptions:</p> <ul style="list-style-type: none"> • New member requests coverage of an incapacitated child over the age of 26 within 30 days of employment; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Existing member requests hospital medical coverage of the incapacitated child over the age of 26 within 45 days of the qualifying life event of loss of other hospital medical group coverage <p>If approved for coverage, the child is not eligible to be covered on any other PEEHIP plans once he/she reaches the limiting age of 26 as an incapacitated child.</p>	<p>All of the following documents:</p> <ul style="list-style-type: none"> • Copy of Social Security card • Incapacitated Dependent Certification Form including the Authorization for Disclosure of Protected Health Information. Proof of the child's condition and dependence must have been submitted to PEEHIP within 45 days after the date the child would otherwise have ceased to be covered because of age. • Proof of the required document(s) for one of the dependent categories as noted above to show the child is your biological child, adopted or stepchild. • Medicare Card, if applicable
Other Child	Any other children, such as grandchildren, for example, must meet the same requirements as foster children and must be placed with you by decree or other order of a court of competent jurisdiction, for example, legal custody, legal guardianship.	<p>Copy of Social Security card AND Placement Authorization signed by a judge OR Final Court Order with presiding judge's signature and seal</p>

Pursuant to the Federal Health Care Reform mandates, a child under the age of 26 can be married or unmarried without conditions of residency, student status, or dependency. However, PEEHIP is not required and will not provide coverage for a child of a child receiving dependent coverage.

RESOURCES TO OBTAIN DOCUMENTS:

- Birth Certificates and Marriage Licenses: <http://www.cdc.gov/nchs/w2w.htm> (click on your State for details)
- Children born outside the United States: http://www.travel.state.gov/passport/faq/faq_1741.html
- Social Security cards: <https://www.ssa.gov>
- Immigration Documents: <https://my.uscis.gov/exploremyoptions>

If you have questions, please call the PEEHIP office at 1-877-517-0020.