

ELIGIBLE DEPENDENTS	DOCUMENT(S)	REQUIRED	NOTES
Spouse	(1) Marriage Certificate	Yes	
	(2) First page of 2017/2018 Tax return	Yes	This page needs to show both Employee and Spouse under filing status
	(3) Bill with both names	Yes, if #2 is unavailable.	If taxes not available, then can accept a bill that is current (3 months or less): Car insurance, mortgage, PG&E, Utility, Credit Card, Lease Agreement
	(4) Joint bank account	Yes, if #2 or #3 is unavailable.	If taxes and/or a bill are not available, then a current, joint bank account is acceptable
	(5) SSC/SSN	Optional	This document is optional. If SSN Card is not provided, member needs to ensure the SSN is correct and legible
Domestic Partnership	(1) Certificate of Registration of DP	Yes	
	(2) First page of 2017/2018 Tax return	Yes	This page needs to show both Employee and DP under filing status
	(3) Bill with both names	Yes, if #2 is unavailable.	If taxes not available, then can accept a bill that is current (3 months or less): Car insurance, mortgage, PG&E, Utility, Credit Card, Lease Agreement
	(4) Joint bank account	Yes, if #2 or #3 is unavailable.	If taxes and/or a bill are not available, then a current, joint bank account is acceptable
	(5) SSC/SSN	Optional	This document is optional. If SSN Card is not provided, member needs to ensure the SSN is correct and legible
Natural Child	(1) Birth Certificate	Yes	
	(2) SSC/SSN	Yes	
Child Support Court Order	(1) Court Order	Yes	
Step Child	(1) Birth Certificate	Yes	
	(2) Marriage Certificate	Yes	Need to confirm that name of Mother/Father who is married to our employee matches name of Mother/Father listed on Birth Cert.
	(3) SSC/SSN	Optional	
Legal Guardianship of Child	(1) Court Order	Yes	Permanent Legal Guardianship
Legally Adopted Child	(1) Legal Adoption Documents/Adoption Order	Yes	
Disabled Dependent (Age 26 and above)	(1) Physician Questionnaire	Yes	Form can be obtained from the Benefits Dept Office and Website: go/benefits. Disabled child must be unmarried, mentally or physically disabled, and incapable of self-sustaining employment and dependent upon our member.

INELIGIBLE DEPENDENTS	DOCUMENT(S)	REQUIRED	NOTES
Legally Divorced Spouse	(1) Final Judgment Dissolution of Marriage Court Document	Yes	
Legally Separated Spouse	(1) Legal Separation Court Document	Yes	
Termination of Domestic Partnership <i>(# 1 or #2 will suffice)</i>	(1) Notice of Termination of Domestic Partnership	Yes	Can only terminate DP this way if both partners agree to ALL of the requirements for terminating with the CA Secretary of State
	(2) Final Judgment Dissolution of Domestic Partnership Court Document	Yes	
Death of Spouse/Domestic Partner	(1) Death Certificate	Yes	
Death of Dependent	(1) Death Certificate	Yes	
Dependent child covered as an Employee under our Plan	<b>No Documents</b> (We can verify this in our system.)		Per the Affordable Care Act, dependent children can remain on their parent's health insurance until they turn 26. Per our Health Plan Booklet, an employee cannot have their own coverage, and also be covered as a dependent child under another FUSD employee. <b>In this event, parent must complete a Special Enrollment form and drop dependent from their health plans.</b>