

# East San Gabriel Valley Regional Occupational Program and Technical Center

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# Memo

To: ESGVROP/TC Benefit-Eligible Employees  
From: Personnel  
Re: **VERIFICATION OF ELIGIBLE DEPENDENTS**

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In order to add dependents to employee group benefits during the initial enrollment, open enrollment, or due to a qualifying event such as marriage or birth, original documentation must be provided. Dependent verification is required by insurance providers to verify eligibility of spouses, domestic partners, and children (up to age 26). The original documentation is strictly reviewed for the purpose of establishing eligibility. No copies will be retained.

## **Dependent Verification Guidelines**

You will be required to bring and show original documentation to the Personnel Office to enroll dependents. Dependents can not be added to the insurance, unless proof of eligibility is provided.

Please review these guidelines carefully to determine your dependent(s) eligibility and the appropriate documents that you will be required to submit. You will need to submit one document for each individual covered.

- **Spouse:** 1<sup>st</sup> page of most recent IRS tax return.
- **Domestic Partner:** Domestic Partner Registration. (Domestic Partners cannot be of the opposite sex unless one is over age 62). You will need to provide a copy of either your District Affidavit of Domestic Partnership or your "Declaration of Domestic Partnership" certificate that provides proof of eligibility requirements for domestic partnership under the State of California, Family Code section 297. State of California guidelines web site may be found at: [www.ss.ca.gov/dprecistry/index.htm](http://www.ss.ca.gov/dprecistry/index.htm).
- **Birth Child:** Original or a certified copy of a birth certificate or the 1<sup>st</sup> page of your 2013 IRS tax return. (Hospital certificates are not accepted unless your child is under the age of 6 months).
- **Step Children:** Original or a certified copy of a birth certificate of stepchild listing employee's current spouse as the parent of the stepchild(ren) or the 1<sup>st</sup> page of your 2013 IRS tax return.

- **Adopted, Foster Children, Legal Guardianship or Grandchildren:** Original or a certified copy of a birth certificate and court documents showing legal responsibility for the children.
- **Disabled Dependent:** Birth certificate and medical disability certificate.

The following web sites can help you find the documents you may need:

Birth Certificates: [www.usbirthcertificate.net](http://www.usbirthcertificate.net)

Birth Certificate, marriage, divorce or death records: [www.vitalchek.com](http://www.vitalchek.com)

State of California records: [www.dhs.ca.gov/hisp/chs/OVR/birthordercert.htm](http://www.dhs.ca.gov/hisp/chs/OVR/birthordercert.htm)

State of California, Domestic Partners Registry: [www.ss.ca.gov/dpregistry/index.htm](http://www.ss.ca.gov/dpregistry/index.htm)

***Order documentation right away as it could take 3-4 weeks to process and receive your requested item(s)***