

DEPENDENT ELIGIBILITY VERIFICATION

Dependent eligibility for the **Town of Gilbert Medical Plan** is defined as:

- Employee/Retiree's legal spouse
- Child less than 26 years of age
- Child above age 26 who is mentally or physically disabled as verified by the Plan Administrator and who is incapable of self-sustaining employment and is dependent on the employee or spouse for support and maintenance

Dependent eligibility for the **Town of Gilbert's group Dental Plan** is defined as:

- Employee/Retiree's legal spouse
- Unmarried child less than 25 years of age
- Child above age 25 who is mentally or physically disabled as verified by the Plan Administrator and who is incapable of self-sustaining employment and is dependent on the employee or spouse for support and maintenance

Child is defined as the employee's natural child, stepchild, legally adopted child, a child for whom the employee and/or spouse have been appointed legal guardian, or a child for whom the employee or spouse is required to provide health insurance by a Qualified Medical Child Support Order.

Documentation must be submitted to Town of Gilbert Human Resources with the enrollment form. If appropriate documentation is not received, a presumption of ineligibility will be made and enrollment will not be processed.

Document Requirements:

FOR SPOUSE:

A copy of your marriage certificate **And One Of the Following**

- A copy of the front page your most recent federal tax return confirming this dependent is your spouse
- A document dated within the last 60 days showing current relationship status such as a recurring monthly household bill or statement of account. The document must list your spouse's name, the date and your mailing address.

FOR CHILDREN:

A copy of the child's birth certificate (or hospital birth record) or adoption certificate naming you or your spouse as the child's parent **OR**

A copy of the court order naming you or your spouse as the child's legal guardian

Note: As the carrier has previously verified disabled dependents, no documents are required at this time.

Note for a step-child: If you are covering a stepchild and your spouse is not a covered dependent, you must also provide documentation of your current relationship to your spouse as requested above.