

CITY OF CHICO

DEPENDENT STATUS VERIFICATION FOR HEALTH INSURANCE BENEFITS

1. Complete a **City of Chico Application for Benefits** form or enroll online.
2. Determine the specific documents that you will need to submit for each dependent.
3. Submit a copy of each document and make sure the official seal is clear and visible. Do NOT submit an original document or a certified copy (with a raised seal) as documents will not be returned.
4. Remember to submit ALL pages of all requested documents. Documents may not be valid if they are incomplete or do not contain the necessary relationship details.
5. Make sure all documents are legible and provided together with your City of Chico Application for Benefits.

Frequently Asked Questions

1. Why does the City of Chico require documentation for dependents?

The City of Chico collects eligibility documents for those dependents covered under our benefit plans (medical, dental & vision) to ensure compliance with Federal laws and our health plan eligibility requirements. You may reference the City of Chico Benefits Guide for a complete list of eligible dependents.

2. Will I be penalized or charged any fees for ineligible dependents?

While some members may be intentionally covering ineligible dependents, the City of Chico believes that many members are simply unaware that their dependents do not meet the requirements of eligibility.

Under no circumstances are you allowed to keep dependents on your benefits if they are no longer eligible. Failure to notify the City that a dependent should be removed within 60 days of a qualifying event (e.g., divorce) will result in the forfeiture of COBRA rights.

If it is discovered that a dependent was kept on the benefits while no longer eligible, they will be terminated retroactively to the date of ineligibility and any claims incurred by them after that date will become the responsibility of the employee. The employee will also not be reimbursed for any premium contribution made on behalf of ineligible dependents.

3. Where do I submit my documentation for dependent eligibility?

Documentation should be submitted to the City of Chico Human Resources & Risk Management office.

- Physical Address: 411 Main Street, 3rd Floor, Chico, CA 95928
- Mailing Address: PO Box 3420, Chico, CA 95927

See reverse for a list of acceptable documentation.

Eligibility Tip: A mother, father, grandparent, aunt, uncle, brother, sister, grandchild, nephew, niece, boyfriend or girlfriend, cousins, etc., are usually not an eligible dependent. A former or divorced spouse is not eligible for continued coverage as a dependent under the employer's benefit programs even if the court orders the employee to provide coverage.

What Documentation to Submit

*To protect privacy, redact or blackout account/financial info & all but the last 4 digits of Social Security Numbers.

Relationship	Acceptable Documentation
Legal Spouse	<u>TWO (2)</u> documents required: 1) Submit copy of marriage registration document AND 2) Submit <u>ONE (1)</u> document listed below to support current relationship status: • 1st page of last year's Federal Tax return, showing both names filing as married OR a current year's document: ○ Common ownership of property (including ownership of an automobile) ○ Joint lease or rental agreement for residence ○ Joint bank/utility bill or credit account statement cover page listing both names ○ BOTH Driver's licenses or State IDs listing a common address for both
Registered Domestic Partner	<u>TWO (2)</u> documents required: 1) Submit copy of State Domestic Partner Registration AND 2) Submit <u>ONE (1)</u> of the current year's documents listed below to support current relationship status: • Common ownership of property (including ownership of an automobile) • Joint lease or rental agreement for residence • Joint bank/utility bill or credit account statement cover page listing both names • Driver's licenses or State IDs listing a common address for both • Assignment of a durable property or health care power of attorney
Natural Child	Copy of a birth certificate showing the employee as the parent.
Stepchild	<u>TWO (2)</u> documents required: 1) Documentation establishing the legal parent/guardian of child, AND 2) Proof that parent is the current spouse or Domestic Partner of the employee (see appropriate requirements).
Adopted Child	<u>ONE (1)</u> document required: • A copy of a birth certificate (long form) showing the employee as parent • Court documentation verifying completed adoption • A letter of placement from an adoption agency, an attorney, or the Department of Social Services, verifying the adoption is in progress.
Foster Child	Court order or legal document placing child with employee or spouse/domestic partner who is a licensed foster parent.
Disabled Child over the Age of 26	Multiple documents required: Proof of relationship based on the appropriate child type (see appropriate requirements) and a copy of page 1 of your federal tax return demonstrating that the child is principally dependent on you, the employee, for support and maintenance. <i>Note: Additional verification will be required through the health plan provider.</i>
INELIGIBLE DEPENDENTS include • Former spouse/registered domestic partner even if the subscriber was court ordered to provide ex-spouse/ former domestic partner with health coverage • Children of former spouses/registered domestic partners • Spouses/domestic partners of your adult children • Relatives such as grandchildren, grandparents, parents, siblings, aunts, uncles, nieces, nephews, etc. • Children age 26 or older • Live-in boyfriends or girlfriends and their children.	