



**EMPLOYEE NOTICE  
DEPENDENT ELIGIBILITY VERIFICATION  
PASSHE HEALTH CARE PROGRAMS**

Effective July 1, 2008, the Pennsylvania State System of Higher Education (PASSHE) will require verification of health care program eligibility both for dependents of newly hired employees and for dependents newly added to current employees' and annuitants' coverage as a result of a life event change (i.e., marriage, birth or adoption of a child, etc.) This will ensure that dependents covered under the PASSHE Active and Annuitant Health Care Programs and the Management Benefits Program meet the eligibility requirements for coverage. All new employees hired on or after July 1, 2008 will have 90 days from their date of hire to provide satisfactory documentation to verify dependent eligibility. Beginning July 1, 2008, all current employees will have 90 days from the date they add a new dependent as a result of a life event change to provide satisfactory documentation to verify dependent eligibility. All documentation must be provided to the university human resources office.

Under the PASSHE Health Care Programs eligible dependents are defined as:

- Legal spouse
- Same-sex domestic partner (applies only to faculty, non-faculty coaches, and managers)
- Unmarried dependent child under 19 (includes step-children, legally adopted children or children for whom the employee is the legal guardian and who meet certain requirements)
- Unmarried dependent child 19 to 25 years of age who is a full-time student
- Unmarried dependent child who is disabled

More information on dependent eligibility is available at the PASSHE website:

<http://www.passhe.edu/executive/HR/SystemHR/Benefits/Pages/Coverage.aspx>.

For same-sex domestic partnership eligibility, please refer to the PASSHE website at:

<http://www.passhe.edu/executive/HR/SystemHR/Benefits/Documents/PASSHE%20Domestic%20Partner%20Information%20Sheetrevised%204-08.pdf>

The attached chart has been prepared to provide you with types of documentation that are acceptable for dependent verification and possible resources for documentation. You must provide an **original** document to your university human resources office when verifying your dependent(s). The university human resources office will review the documentation provided to determine dependent eligibility. You will retain the original documents and copies **will not** be maintained in the human resources office.

If satisfactory documentation for enrolled dependent(s) is not provided to your university human resources office within 90 days of your date of hire or within 90 days of adding a dependent as a result of a life event change, the dependent's health plan coverage will be terminated retroactively to the date on which the dependent was enrolled. If claims were paid for ineligible dependents, restitution will be required and you will be billed for any ineligible claims.

Questions concerning this dependent verification process should be referred to your university human resources office.

Attachment

I:\Human Resources\Personnel Services\BENEFITS\Sub Directories\Dependent Eligibility Audit\Employee Dependent Verification Notice 2008-LK Revisions.doc



**DOCUMENTATION REQUIREMENTS TO CONFIRM DEPENDENT ELIGIBILITY  
ACTIVE AND ANNUITANT HEALTH CARE PROGRAMS**

If required documentation is not provided within 90 days of the date of hire or within 90 days of the date of a life event change, the dependent(s) will be removed from coverage retroactively to the date of their enrollment. COBRA benefits will not be offered as the dependent was not deemed eligible for coverage. If claims were incurred for an ineligible dependent, restitution will be sought.

DEPENDENT	REQUIRED DOCUMENTATION	POSSIBLE RESOURCES TO OBTAIN DOCUMENTATION
Spouse	<ul style="list-style-type: none"> <li>• Marriage Certificate (this is not the certificate provided from the official conducting the ceremony)</li> <li>• Affidavit attesting to the existence of marriage performed outside of the United States if a foreign marriage</li> </ul>	<ul style="list-style-type: none"> <li>• County courthouse that issued original marriage certificate. A list of Pennsylvania County Courthouses can be found at <a href="http://www.health.state.pa.us">www.health.state.pa.us</a> under Health Statistics and Vital Records.</li> <li>• Foreign Marriages Affidavit available from university human resources office</li> </ul>
Same-sex domestic partner (domestic partner) – <i>applies only to Faculty, Non-faculty Coaches and Managers</i>	<ul style="list-style-type: none"> <li>• Same-sex Domestic Partnership Certification Form</li> </ul>	<ul style="list-style-type: none"> <li>• Same-sex Domestic Partnership Certification Form available from university human resources office</li> </ul>
Child(ren) by birth	<ul style="list-style-type: none"> <li>• Birth certificate *</li> </ul> <p>If dependent child is a full-time student over age 19, you also must complete a Student Certification Form signed by the registrar’s office</p>	<ul style="list-style-type: none"> <li>• For Pennsylvania births, birth certificates are available from the PA Department of Health, Division of Vital Records and can be requested by fax, mail or online at <a href="http://www.health.state.pa.us">www.health.state.pa.us</a> - Fee is \$10.</li> <li>• Many states allow you to order a new birth certificate from their website. Access to other state websites can be linked through <a href="http://www.health.state.pa.us">www.health.state.pa.us</a></li> <li>• Student Certification Form available from university human resources office</li> </ul>
Child(ren) by adoption	<ul style="list-style-type: none"> <li>• Court approved adoption order <b>OR</b></li> <li>• Placement letter from court/adoption agency for pending adoptions</li> </ul> <p>If dependent child is full-time student over age 19, you also must complete a Student Certification Form signed by the registrar’s office</p>	<ul style="list-style-type: none"> <li>• County courthouse that issued final adoption order</li> <li>• County court/adoption agency that issued placement letter</li> <li>• Student Certification Form available from university human resources office</li> </ul>
Child(ren) by legal guardianship	<ul style="list-style-type: none"> <li>• Court or agency order establishing guardianship <b>AND</b></li> <li>• Affidavit of Residence and/or Dependency for “Other” Children</li> </ul> <p>If dependent child is full-time student over age 19, you also must complete a Student Certification Form signed by the registrar’s office</p>	<ul style="list-style-type: none"> <li>• County courthouse/agency that issued guardianship order</li> <li>• Affidavit and Student Certification Form available from university human resources office</li> </ul>

Stepchild(ren)	<ul style="list-style-type: none"> <li>• Birth certificate * <b>AND</b></li> <li>• Marriage certificate <b>AND</b></li> <li>• Affidavit of Residence and/or Dependency for “Other” Children</li> </ul> <p>If dependent child is full-time student over age 19, you must also complete a Student Certification Form signed by the registrar’s office</p>	<ul style="list-style-type: none"> <li>• For Pennsylvania births, birth certificates can be obtained from the PA Department of Health, Division of Vital Records and can be requested by fax, mail or online at <a href="http://www.health.state.pa.us">www.health.state.pa.us</a> - Fee is \$10.</li> <li>• Many states allow you to order a new birth certificate from their website. Access to other state websites can be linked through <a href="http://www.health.state.pa.us">www.health.state.pa.us</a></li> <li>• County courthouse that issued original marriage certificate. A list of Pennsylvania County Courthouses can be found at <a href="http://www.health.state.pa.us">www.health.state.pa.us</a> under Health Statistics and Vital Records.</li> <li>• Affidavit of Residence and/or Dependency and Student Certification Form available from university human resources office</li> </ul>
Same-sex Domestic partner ‘s child(ren) by birth	<ul style="list-style-type: none"> <li>• Birth certificate * <b>AND</b></li> <li>• Same-sex Domestic Partnership Certification Form</li> </ul> <p>If dependent child is full-time student over age 19, you also must complete a Student Certification Form signed by the registrar’s office</p>	<ul style="list-style-type: none"> <li>• For Pennsylvania births, birth certificates can be obtained from the PA Department of Health, Division of Vital Records and can be requested by fax, mail or online at <a href="http://www.health.state.pa.us">www.health.state.pa.us</a> - Fee is \$10.</li> <li>• Many states allow you to order a new birth certificate from their website. Access to other state websites can be linked through <a href="http://www.health.state.pa.us">www.health.state.pa.us</a></li> <li>• Same-sex Domestic Partnership Certification and Student Certification Form available from university human resources office</li> </ul>
Same-sex Domestic partner’s child(ren) by adoption	<ul style="list-style-type: none"> <li>• Court approved adoption order <b>OR</b></li> <li>• Placement letter from court or adoption agency for pending adoptions</li> </ul> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>• Same-sex Domestic Partnership Certification Form</li> </ul> <p>If dependent child is full-time student over age 19, you must also complete a Student Certification Form signed by the registrar’s office</p>	<ul style="list-style-type: none"> <li>• County court that issued final adoption order</li> <li>• County court or adoption agency that issued placement letter</li> <li>• Same-sex Domestic Partnership Certification and Student Certification Form available from university human resources office</li> </ul>
Domestic partner’s child(ren) by legal guardianship	<ul style="list-style-type: none"> <li>• Court or agency order establishing guardianship <b>AND</b></li> <li>• Affidavit of Residence and/or Dependency for “Other” Children <b>AND</b></li> <li>• Same-sex Domestic Partnership Certification Form</li> </ul> <p>If dependent child is full-time student over age 19, you also must complete a Student Certification Form signed by the registrar’s office</p>	<ul style="list-style-type: none"> <li>• County court that issued guardianship order</li> <li>• Affidavit of Residence and/or Dependency, Same-sex Domestic Partnership Certification and Student Certification Form available from university human resources office</li> </ul>
Disabled dependent	<ul style="list-style-type: none"> <li>• Will be verified by health plan vendor</li> </ul>	<ul style="list-style-type: none"> <li>• Health Plan Vendor</li> </ul>

*\*If document was generated outside of US and is not in English it must be translated and certified by translator.*

