

Valid Dependent Verification Documents

Beginning January 1, 2011 PEBB will verify all dependents added to an employee's account. Use this list to determine which verification documents the employee must submit.

Employees must submit the verification documents before the dependent(s) will be enrolled.

A dependent is defined as a spouse, state registered domestic partner, or child.*/**

Dependent	Documents
Spouse (including same sex spouse)	<p><u>If marriage happened within the last 24 months, please submit:</u></p> <ul style="list-style-type: none"> • Copy of marriage certificate <p><u>If after 24 month enrollment period from date of marriage, please submit one of the following:</u></p> <ul style="list-style-type: none"> • Copy of page 1 of the prior <i>year's Married Filing Jointly</i> Federal Tax Return that lists the spouse (<i>black out financial information</i>) • Copy of page 1 of the prior <i>year's Married Filing Separately</i> Federal Tax Return for employee and spouse (<i>black out financial information</i>) • Copy of marriage certificate AND proof of common residence (e.g. a utility bill) • Copy of marriage certificate AND proof of financial interdependency (e.g. bank statement) (<i>black out financial information</i>) • Copy of Petition of Dissolution of Marriage (Divorce) • Copy of Legal Separation notice • Copy of Defense Enrollment Eligibility Reporting System (DEERS) registration
State Registered Domestic Partner or Legal Unions	<p><u>If Domestic Partnership or Legal Union happened within the last 24 months, please submit:</u></p> <ul style="list-style-type: none"> • Copy of registered domestic partnership or legal union card or certificate, issued by the Washington Secretary of State's Office or another state <p><u>If after 24 month enrollment period from date of Domestic Partnership or legal union, please submit one of the following:</u></p> <ul style="list-style-type: none"> • Copy of registered domestic partnership or legal union card or certificate, issued by the Washington Secretary of State's Office or another state and proof of common residency (e.g. a utility bill) • Copy of registered domestic partnership or legal union card or certificate, issued by the Washington Secretary of State's Office or another state and proof of financial interdependency (e.g. bank statement) • Petition for invalidity (annulment) of domestic partnership or legal unions • Petition for Dissolution of domestic partnership or legal unions • Legal Separation notice of domestic partnership or legal unions
Children	<ul style="list-style-type: none"> • Copy of most recent Federal Tax Return that includes the child(ren) as a dependent and listed as a son or daughter (<i>black out financial information</i>) • Copy of a birth certificate (hospital or state certified, or hospital certificate with the child's footprints on it) showing the name of parent who is the subscriber, the subscriber's spouse, or the subscriber's registered domestic partner • If adding a step-child and his/her birth parent is not being added/covered, please also supply the marriage certificate between the birth parent and WSU employee • Copy of a certificate or decree of adoption • Copy of a court ordered parenting plan • Copy of a Qualified Medical Support Order • Copy of Defense Enrollment Eligibility Reporting System (DEERS) registration

Options if your Dependent is Denied Enrollment in PEBB Insurance Coverage

Appeal Rights: Any employee or dependent aggrieved by a decision made by the PEBB program with regard to public employee benefits eligibility or enrollment may appeal that decision to PEBB by the process described in WAC 182-16-032. Appeal forms are available at Washington State University Human Resource Services by calling (509) 335-4521 or on the PEBB website at: www.hca.wa.gov/pebb.

Annual or Special Open Enrollment: If you missed the enrollment deadline you may enroll you dependent during the next annual open enrollment or during a special open enrollment if a special open enrollment event occurs. (*WAC 182-08-198 and WAC 182-12-262*)

Washington Health Plan: Your dependent may be eligible for Washington Health Plan. This unique program offers either \$75,000 or \$100,000 in health insurance coverage every year. For more information call 1-800-660-9840.

*Eligible Dependents that Require Verification by PEBB

1. Lawful spouse

Note: Former spouses are not eligible dependents after finalization of a divorce or annulment, even if a court order requires the employee to provide health insurance for the former spouse.

2. State-registered domestic partner (registered in WA by the Secretary of State or an equivalent legal union in a different state)

Note: Former state-registered domestic partners are not eligible dependents upon dissolution or termination of a partnership, even if a court order requires the employee to provide health insurance for the former partner.

3. Children up to age 26

- a. Biological children
- b. Stepchildren
- c. Legally adopted children, including for whom the employee has assumed a legal obligation for total or partial support in anticipation of adoption of the child
- d. Children of the employee's state-registered domestic partner
- e. Children specified in a court order or divorce decree

** Inquire through WSU HRS at (509) 335-4521 or hrs.wsu.edu/Benefits in regards to dependents with disabilities, age 26 or older and extended dependents