

DEPENDENT ELIGIBILITY REQUIREMENTS FAMILY STATUS CHANGE

Employees who enroll in the medical, dental, and/or vision coverage cannot enroll or cancel their participation in the plan during the year except during an Open Enrollment period, or in the event of an IRS approved life event. **Notification of the family status change must be received by the Human Resources Department within 31 days of the qualifying event. If it is not received, no changes will be permitted to your benefits, per IRS guidelines.** Examples of a Family Status Change are:

- Birth of a child
- Adoption of a child
- Marriage
- Divorce
- Death
- Loss of employment
- Acquiring employment
- Changing from full-time employment to part-time employment
- Changing from part-time employment to full-time employment



Enrollment changes can only be made within **31 days** of the qualifying event. After the **31 day** timeframe, you are only able to change your elections during the annual Open Enrollment period. Open enrollment occurs each October. Open Enrollment changes are effective January 1 of the following year.

The City of Plano defines **eligible dependent** as:

- Legal spouse (to include common law, provided such marriage is recognized by the state in which the employee resides). The City of Plano requires employees to provide a common law marriage certificate.
- A natural child
- A dependent of the employee or employee's spouse who is less than 26 years of age.
- A stepchild so long as the child resides with the employee
- A legally adopted child
- A child for whom legal guardianship has been awarded to employee or employee's spouse
- Grandchild so long as a parent-child relationship exists. Child must reside in the same household as the grandparent and the relationship must be defined by one of the following:
 - Legal adoption
 - Placement for adoption
 - Legal guardianship
 - Court or administrative order

- Foster child so long as the child resides with and receives support from the employee
- An employee's child age 26 or older who is:
 - Totally disabled
 - Becomes totally disabled while covered as a dependent
 - Chiefly dependent on the employee for support and maintenance

Further information regarding the definition of an eligible dependent can be found in your Summary Plan Document.



If at any time throughout the year, you should add an eligible dependent to your health plan, you are required to provide documentation of eligibility as well as social security numbers for each dependent for whom enrollment is requested.

Documentation shall consist of at least one of the documents shown below.

- Spouse--Copy of marriage license or common law certificate filed with the state
- Biological Child--Copy of birth certificate
- Stepchild--Copy of birth certificate that shows employee's current spouse as biological parent
- Adopted child--Copy of adoption documents
- Grandchild, foster, custodial or similar child--Copy of appropriate legal documents showing a parent child relationship exists

The Human Resources Department will periodically conduct audits of personnel files to ensure all required eligibility documentation has been provided. If your file is lacking the required eligibility documentation, you will be notified by the Human Resources Department in writing. The notification will list the dependent's name and documents that are missing as well as a deadline for which the requested information must be received. If you fail to submit the required documentation, coverage for your dependents may be terminated.