Human Resources
Benefits Administration
111 NW 1st Street, Suite 2324
Miami, FL 33128
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miamidade.gov

2015 Dependent Eligibility Update and Certification Form

As mandated under the Affordable Care Act ("ACA") for employees enrolled in healthcare coverage any time during 2015, the County must validate its dependent data to meet our reporting obligations in preparation for the filing and issuance of the IRS Form 1095-C. Issuing the IRS Form 1095-C to all employees eligible for health benefits is a federal mandate. The IRS will use the 1095-C data to reconcile with individual tax filings and to confirm taxpayers have met the individual mandate to obtain health insurance. If the IRS cannot identify your dependent due to an invalid Social Security Number, it could result in an IRS tax penalty to you.

You must go on **eNet Employee Self-Services Gateway** to validate dependent **Dates of Birth and Social Security Numbers** and provide proof of eligibility for each of your dependents to ensure continued coverage in your benefit plan(s). **The window to validate dependent information is October 19th – 30th.**

Step1 - What You Need to Do by October 30, 2015 to complete the validation process

1. **Log into eNet** secure "Dependent Update" link to validate your Dependent information, you must select "Paycheck & Paystub", then click on **"Dependent Update"** to view, validate and correct (if necessary) your existing dependents **Social Security Numbers and Dates of Birth.** Click "**update"** to submit changes.

Step 2 - What You Need to Do by December 1, 2015 to complete the certification process

1. **Gather the required documentation** listed below. Make copies and black out account numbers and financial data.
2. **Complete this certification form** and check the box indicating the dependent for which you are submitting documentation, and if the dependent is no longer eligible , please check the "Remove" box. *If you select the "remove" box, the dependent will be removed effective December 31, 2015 and will not be allowed to re-enroll without proof of eligibility documentation for future plan years.*
3. **Sign and date this form and fax your dependent's proof documents, with this form on top to (305) 375-2964.**

If you would rather make copies of your documents and deliver them in person or mail with this form, send the information to HR/Benefits Administration, to the MDC Human Resources Department, Benefits Division, 111 NW 1st Street, 23rd floor, Miami, FL 33128. **If submitting by mail, DO NOT mail originals because they will not be returned to you.** If you have any comments or questions regarding any of the above information, please contact the Benefits Department directly at (305) 375-5633 or (305) 375-4288.

Tips for Faxing

- Do not include a separate cover sheet – this notice is your cover sheet
- Ensure this form and your documents are legible

HealthCare Dependent Name	DOB	Relationship	SSN (if not validated online)	Gender	Document Attached	Remove
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐

I hereby affirm and attest that the dependent(s) listed above meet the requirements of eligibility. If any dependent is determined to be ineligible or I fail to notify the Benefits department of a loss of eligibility or any supporting document is not provided upon request, I understand that I may be liable for any claims paid for any dependent deemed ineligible.

Employee Signature: _____ **Date:** _____

Employee Name (print name) _____ **Employee ID:** _____

List of Required Proof Documentation

Please send <u>one of the following</u> for each dependent type.

<u>Children:</u>

- Adoption Certificate
- Birth Certificate
- Current Tax Return with child as an exemption (block out any income data)
- Legal documentation of custody
- Official Court Documentation
- Social Security Income Statement (disabled child)

<u>Spouse/Domestic Partner:</u>

- Current Tax Return/Married Filing Jointly (block out any income data)
- Marriage Certificate
- Domestic Partnership Certificate
- Official Court Documentation