**Dependent Eligibility**

**Required Documents To Add Dependents**

If you add a new dependent during Open Enrollment, or as a result of a family status change, coverage will not begin until valid documentation is received. Employees are required to submit evidence supporting their dependent’s eligibility for coverage under a County plan. This is a mandatory requirement that applies to any dependent added now or in the future. Failure to provide acceptable documentation will result in cancellation of the dependent’s medical, dental and or vision coverage (if enrolled) effectively to the enrollment effective date. Please retain proof of mailing or fax confirmation for all documents sent to the plans.

**Open Enrollment** – It is your responsibility to provide the health plans with the required documentation by the last day of Open Enrollment.

**New Employees** – When enrolling for benefits during your initial eligibility you must submit supporting documentation for all family members to be enrolled. The health plan must receive all dependent information before your benefits effective date.

<table>
<thead>
<tr>
<th>Eligible Dependents</th>
<th>Documentation Required for Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse*</td>
<td>Official certified Marriage Certificate</td>
</tr>
<tr>
<td>Domestic Partner (DP)*</td>
<td>Domestic Partnership certificate issued by the MDC Department of Regulatory and Economic Resources (RER), Consumer Services.</td>
</tr>
<tr>
<td>Child</td>
<td>Official Birth Certificate listing employee as the parent (birth cards are not acceptable). Adoption: Legal Adoption documentation showing relationship to employee and placement in employee’s home or copy of Adoption Certificate issued through the Courts.</td>
</tr>
<tr>
<td>Child with a Disability</td>
<td>Acceptable documentation validating disability from attending physician. Must be presented each year upon request.</td>
</tr>
<tr>
<td>Stepchild</td>
<td>Official certified Birth Certificate(s) AND copy of certified or registered Marriage Certificate listing employee’s current spouse as parent.</td>
</tr>
<tr>
<td>Foster Child</td>
<td>Permanent Legal Guardianship/Custody document from the Courts or copy of Foster Care documentation from Courts.</td>
</tr>
<tr>
<td>Legal Guardianship</td>
<td>Official certified Birth Certificate(s) of child AND copy of Permanent Legal Guardianship, Adoption/placement for adoption, or Foster Care document from the Courts.</td>
</tr>
<tr>
<td>Grandchild</td>
<td>Affidavit of Eligibility and proof of student status, or proof of Florida residence (e.g. driver’s license, etc.). Documents must be presented every year, before the end of Open Enrollment. If you enroll a new dependent age 26+, you must also provide proof the adult child was continuously covered by other creditable coverage without a gap in coverage of more than 63 days.</td>
</tr>
<tr>
<td>Adult Dependent Child</td>
<td>Affidavit of Eligibility and proof of student status, or proof of Florida residence (e.g. driver’s license, etc.). Documents must be presented every year, before the end of Open Enrollment. If you enroll a new dependent age 26+, you must also provide proof the adult child was continuously covered by other creditable coverage without a gap in coverage of more than 63 days.</td>
</tr>
</tbody>
</table>

*Your spouse or Domestic Partner (DP) is not an eligible dependent for coverage under your insurance, if also a County employee. Eligible employees are not allowed to cover each other on their group medical/dental plans. Ex-spouses may not be enrolled for group benefits under any circumstance.*

https://www.miamidade.gov/global/humanresources/benefits/home.page