



County of Santa Cruz

Dependent Required Documentation For all Insurances and Benefit Eligibility

Children: Copy of Birth Certificate or Adoption Court Forms **and** copy of Social Security Card.

Note: Eligible dependent children are defined as natural, adopted, stepchildren, children of an employee's enrolled Domestic Partner, dependent from a certified Affidavit of Parent-Child Relationship, and Certified Disabled Dependent Children aged 26 and older.

Spouse: Copy of Marriage Certificate **and** copy of Social Security Card.

Domestic Partner: County Domestic Partnership Affidavit or copy of the State Declaration of Domestic Partnership **and** copy of the Social Security Card.

Note: County contributions towards medical for your Domestic Partner may be taxable to you.

Documentation to Enroll Dependents due to a Life Change: Life Change Enrollment refers to qualifying events after your initial enrollment, but outside of the open enrollment period.

Common Life Changes:

- Newborn or Adoption:
 - Copy of Birth Certificate or Adoption Court Forms **and** copy of Social Security Card.
Enrollment eligibility is the first day of the month following the Birth or Adoption date.
- Loss of Coverage:
 - Copy of proof of involuntary "Loss of Coverage" documentation that includes name of the individual who lost coverage, name of health plan, and date the coverage ended.
If enrolling dependents, refer to the required documentation listed above.
Enrollment eligibility is on the first day of the month following the date the Benefits Officer receives the complete documentation.
- Marital Status Change: Marriage
 - Copy of Marriage Certificate **and** copy of Spouse's Social Security Card.

Benefits	Additional Dependent Enrollment Eligibility Information
Medical/Dental/Vision	<p>Eligible Dependent Children under age 26 may retain benefit coverage regardless of financial dependency, marital status, enrollment in school, or residency. Stepchildren and Domestic Partner's Children may retain benefit coverage with these same terms if there is no change in family status (i.e. divorce or termination of domestic partnership).</p> <p><i>Note: Dependents from a certified Affidavit of Parent Child Relationship have different criteria.</i></p> <p>Eligible dependent children over age 26 may retain benefit coverage with a Certified Disabled Dependent Verification from a licensed Physician.</p>
Employee Assistance Program	Dependents enrolled in County benefits, can participate in this program.
Supplemental Group Life Insurance	<p>Employees can apply for additional coverage during open enrollment for themselves of up to \$300,000 (up to \$500,000 for Physicians); and \$20,000 for their Spouse/Domestic Partner; and \$5,000 or \$10,000 for their Dependent Children. Guaranteed coverage for employee and Spouse/Domestic Partner may be subject to evidence of insurability that is satisfactory to the plan carrier.</p> <p><i>Note: New Employees and dependents can apply at time of hire.</i></p>