

## Eligibility Definitions and Required Documentation for Health Coverage

Dependent	Eligibility Definition	Documentation Required
<b>Spouse</b>	The marriage must be recognized as legal in the Commonwealth of Virginia. <b>Note:</b> Ex-spouses are not eligible, even with a court order.	<ul style="list-style-type: none"> <li>➤ Photocopy of marriage certificate; <b>and</b></li> <li>➤ Photocopy of the top portion of the first page of the employee's 2008 Federal Tax Return that shows the dependent listed as "Spouse." NOTE: All financial information and Social Security Numbers should be redacted.</li> </ul>
<b>Natural or Adopted Son/Daughter</b>	A son or daughter may be covered to the end of the year in which he or she turns age 23,* regardless of student status, if the child: <ul style="list-style-type: none"> <li>✓ lives at home or is away at school;</li> <li>✓ is not married; <b>and</b></li> <li>✓ receives more than one-half of his or her support from the employee.</li> </ul> <p>In cases where natural (or adoptive) parents are living apart, the child may live with the other parent but must receive more than one-half support from either parent or a combination from both parents.</p>	<ul style="list-style-type: none"> <li>➤ Photocopy of birth certificate showing employee's name; <b>or</b></li> <li>➤ In the case of adoption, photocopy of a legal pre-adoptive or adoptive agreement.</li> </ul>
<b>Stepson or Stepdaughter</b>	Unmarried stepson or stepdaughter may be covered to the end of the year in which he or she turns age 23,* regardless of student status, if: <ul style="list-style-type: none"> <li>✓ they are living with the employee in a parent-child relationship;</li> <li>✓ the principal place of residence is with the employee;</li> <li>✓ they are a member of the employee's household; <b>and</b></li> <li>✓ they receive over one-half of their support from the employee.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Photocopy of birth certificate (or adoption agreement) showing the name of the employee's spouse; <b>and</b></li> <li>➤ Photocopy of marriage certificate showing the employee and parent's name; <b>and</b></li> <li>➤ Photocopy of the top portion of the first page of the employee's 2008 Federal Tax Return that shows the dependent's parent listed as "Spouse." NOTE: All financial information and Social Security Numbers should be redacted.</li> </ul>
<b>Other Female or Male Child</b>	An unmarried, minor child in which a court has ordered the employee to assume sole permanent custody may be covered until the end of the year in which the child turns age 23.* If joint custody, it must be with the employee and the employee's legal spouse and: <ul style="list-style-type: none"> <li>✓ the principal place of residence is with the employee;</li> <li>✓ they are a member of the employee's household; <b>and</b></li> <li>✓ they receive over one-half of their support from the employee.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Photocopy of birth certificate; <b>and</b></li> <li>➤ Photocopy of the Final Court Order with presiding judge's signature.</li> </ul>
<b>Other Female or Male Child – Exception</b>	If the employee (or employee's spouse) shares custody with a minor child who is the parent of an "other female or male child," then that "other child" may also be covered if: <ul style="list-style-type: none"> <li>✓ the other child,</li> <li>✓ the minor child** (who is the parent); <b>and</b></li> <li>✓ the employee's spouse (if applicable) all live in the same household as the employee.</li> </ul> <p>**The minor child must meet all of the eligibility requirements for a dependent child.</p>	<ul style="list-style-type: none"> <li>➤ Photocopy of the other child's birth certificate showing the name of the minor child** as the parent of the other child; <b>and</b></li> <li>➤ Photocopy of the Final Court Order with presiding judge's signature.</li> </ul>

\* When approved as an adult dependent who is incapacitated due to a physical or mental health condition, the child may be covered beyond the age of 23.