

**LAKE COUNTY BOARD OF DD/DEEPWOOD
GROUP INSURANCE DOCUMENTATION REQUIREMENTS
FOR DEPENDENTS (PLAN YEAR BEGINNING 9/1/24)**

Documentation requirements apply to both medical and dental coverage.

If you are putting a spouse on your medical coverage, you must attach a copy of the marriage certificate **AND** the notarized Spousal Surcharge Affidavit. The dental coverage only requires a copy of the marriage certificate.

If you are adding your biological child(ren) to medical and/or dental insurance coverage, you must attach a copy of the Birth Certificate for each child, naming you as the biological parent.

If you are adding your adopted child(ren) to medical and/or dental insurance coverage, you must attach a copy of the Adoption Certificate for each child, naming you as the adoptive parent.

If you are adding your stepchild(ren) to medical and/or dental insurance coverage, you must attach a copy of the Marriage Certificate to the child's biological parent **AND** a copy of the court order stipulating that the biological parent must provide the group insurance for said child. Absent said court order, you must attach documentation that you and your spouse are claiming the stepchild(ren) as a dependent(s) under current IRS guidelines. Such documentation can be a copy of the previous year's tax returns showing the stepchild(ren) being claimed as a dependent(s).

If you are adding a grandchild(ren), foster child(ren), or any other eligible dependent(s) to medical and/or dental insurance coverage, you must attach a copy of the court order stipulating that you must provide the group insurance for said dependent.

Please note: Social Security Numbers, birth dates, and genders must be completed on the application.

A dependent child is eligible to remain on your medical, dental & vision plan up until he/she reaches age 26 even if he/she is not a full time student. The child may be married or unmarried, and is not required to live with you or be financially dependent upon you. Normal payroll deductions will apply.

Periodically, the Human Resources department may require that you sign a statement that the listed dependents continue to be eligible for the Agency's group insurance plan(s).