



## Verification of Dependent Eligibility

Welcome to Sentara Healthcare. We are excited to have you as one of the newest members of the team. As a new hire one of your top priorities is ensuring successful benefit enrollment for yourself and your family.

**If you will be enrolling in benefits and will be covering dependents under any of the Sentara benefit plans please read this information carefully.**

Part of the enrollment process will require that you provide verification for each family member that you choose to cover under your benefit plans. We require that you verify your dependent's relationship to you. Dependents include your legal spouse and child(ren) by birth, adoption, marriage or custody agreement.

Verification must be received prior to your effective date of coverage with Sentara Healthcare. Your coverage will be effective 3 months from your date of hire as a full-time or part-time employee and upon successful enrollment and submission of the requested documentation.

Verification will need to be provided for all dependents covered under any of your RxFlex benefit plans. This includes medical, dental, vision, AD&D and spouse/child life insurance.

The following are identified as eligible dependents under Sentara Healthcare benefit plans.

- ✓ Your lawful spouse
- ✓ Your unmarried children (including step, foster, legally adopted) until the end of the plan year in which they turn 19 or the end of the plan year in which they graduate or turn 25\*, whichever comes first, as long as they are full-time students.
- ✓ Those dependent children who are not meeting the full time student status due to a temporary medical condition that prevents them from meeting the full-time student designation, this is limited to a one year period only.
- ✓ Your unmarried children of any age if they are mentally or physically disabled and were so diagnosed prior to the age of 19

During your first two weeks of employment you will receive an email to your Sentara email address (to be assigned at orientation) requesting proof of dependent eligibility. This email will contain the deadline, eligible documentation types as well as a contact number and fax number for submission of forms.

You will have 60 days from the date you receive your enrollment request to submit the required documentation.

Failure to submit the required documentation by the deadline will result in no coverage for the dependents not verified.

**Please take this opportunity to review the list of acceptable documentation on the next page so that you will be able to submit when requested.**

The Sentara employee website, WaveNet contains resources to assist you with identifying and obtaining required documentation. Log in information will be provided during your orientation.

*\*As part of health care reform verified dependent children may remain covered under medical only through age 26 regardless of student or marital status.*

## Sentara Healthcare Dependent Verification

Dependents enrolled in any coverage under the Rx Flex Benefits must submit documentation verifying the dependent's eligibility. Please do not send original documents as they will not be returned. After the dependent has been verified all documents will be destroyed. The list of documents below describes what will be accepted as proof of eligibility.

Dependent Type:	Acceptable Documentation:	Resources:
Your lawful spouse	<p>Redacted* current or prior year Federal Form 1040 that identifies employee – spouse relationship</p> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>• Marriage certificate (if married in the current or prior year), issued by county registrar, with appropriate signatures (certificates issued by religious institutions will not be accepted).</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>• Current visa documentation or equivalent certificate from foreign country that identifies employee-spouse relationship</li> </ul> <p><b>Alternate documentation for spouse relationship:</b> If the employee is not able to submit the form 1040 they may submit the following substitute documents.</p> <p>All documents must be less than 6 months old and show both employee and spouse's name at same address:</p> <ul style="list-style-type: none"> <li>• The marriage certificate</li> </ul> <p style="text-align: center;"><b>AND ONE OF THE FOLLOWING:</b> (redacted* as necessary)</p> <ul style="list-style-type: none"> <li>• Jointly owned bank statement</li> <li>• Mortgage statement or rental agreement</li> <li>• Real-estate assessment</li> <li>• Proof of home owners/renters insurance</li> <li>• Proof of car insurance</li> <li>• Vehicle registration</li> <li>• Joint utility bills/statements</li> </ul>	<p>Department of Vital Records or Division of Vital Records for the state where you were married.</p> <p>County office where you were married.</p>
Birth Child	<ul style="list-style-type: none"> <li>• Redacted* current or prior year Federal Form 1040 that identifies employee – child relationship</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>• Hospital verification of birth</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>• Proof of Birth letter issued from the hospital</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>• Copy of birth certificate issued by county registrar</li> </ul> <p style="text-align: center;"><b>or</b></p>	<p>US Department of State (for children born outside the United States)**</p> <p>County office that issued original birth certificate</p> <p>Social Security Administration</p> <p>Department of Vital Records or Division of Vital Records for the state where your child was born.</p>

	<ul style="list-style-type: none"> <li>• Current visa documentation or equivalent certificate from foreign country that identifies employee-child relationship</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>• Divorce decree identifying dependent child relationship</li> </ul>	
Child for whom you have legal guardianship or custody	<ul style="list-style-type: none"> <li>• Legal guardianship or custody documents</li> </ul>	<p>State agency that issued custody/guardianship papers</p> <p>Social Security Administration</p>
Adopted Child	<ul style="list-style-type: none"> <li>• Placement letter from adoption agency or court</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>• Certified court approved adoption papers</li> </ul>	<p>State agency that issued final adoption papers</p> <p>Adoption agency that issued placement papers</p> <p>Social Security Administration</p> <p>US Department of State (for children born outside the United States)*</p>
Step Child	<ul style="list-style-type: none"> <li>• Redacted* current or prior year federal Form 1040 that identifies employee – spouse relationship</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>• Marriage certificate (if married in the current or prior year), issued by county registrar, with appropriate signatures (certificates issued by religious institutions will not be accepted).</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>• Current visa documentation or equivalent certificate from foreign country that identifies employee-spouse relationship</li> </ul> <p style="text-align: center;"><b>and/one of the following</b></p> <ul style="list-style-type: none"> <li>• Hospital verification of birth</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>• Proof of Birth letter issued from the hospital</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>• Copy of birth certificate issued by county registrar</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>• Current visa documentation or equivalent certificate from foreign country that identifies employee-child relationship</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>• Divorce decree identifying dependent child relationship</li> </ul>	<p>US Department of State (for children born outside the United States)*</p> <p>County office that issued original marriage certificate</p> <p>Social Security Administration</p> <p>Department of Vital Records or Division of Vital Records for the state where your child was born or you were married.</p>

**\*Redacted means that all financial information and Social Security Numbers should be blacked out prior to submitting your tax forms for review.**

\*\* U.S. Department of State, Passport Correspondence Branch, Overseas Birth, 1111 19th Street NW Suite 510, Washington, DC 20522-1705