

Documentation Requirements for Dependent Eligibility

Spouse

Copy of your 1040 tax return filed for the prior year* (page 1 only) which lists the names of the dependents you are covering and shows a "married" filing status. Please conceal any financial information, OR

If you acquired a spouse during the current year due to marriage, you must submit the following:

- Copy of a state-issued marriage certificate.

Common-law Spouse

You must submit a Common-law affidavit and at least two of the following:

- Copy of a mortgage or rent agreement in both names.
- Copy of a bank loan in both names.
- Copy of a vehicle title or registration in both names.
- Copy of a checking/savings account in both names.

Birth Child of you or your spouse

Copy of your 1040 tax return filed for the prior year (page 1 only) which lists the names of the dependents you are covering. Please conceal any financial information, OR if the child was born to you in the current year, you must submit the following:

- To add the newborn within 31 days, a copy of the hospital certificate of birth (to be followed up with the state-issued birth certificate when available).
- Copy of a state-issued birth certificate (not a hospital certificate of birth) naming you as a parent, OR

If you do not claim the dependent on your tax form, you must submit the following:

- Copy of a state-issued birth certificate (not a hospital certificate of birth) naming you or your spouse as a parent.

If the child is the birth child of your spouse and your spouse is not covered under the MPR health and/or dental or vision plan(s), or you do not claim the dependent on your tax form, you must submit the following documentation:

- Copy of your 1040 tax return filed for the prior year (page 1 only) which lists the names of the dependents you are covering and shows a "married" filing status. Please conceal any financial information, AND
- Copy of a state-issued birth certificate (not a hospital certificate of birth) naming your spouse as a parent.

Adopted Child or Child placed for adoption with you or your spouse

Copy of your 1040 tax return filed for the prior year (page 1 only) which lists the names of the dependents you are covering. Please conceal any financial information.

If you did not claim the dependent on your tax form or the child was placed with you for adoption in the current year, you must submit the following:

- Copy of official adoption records naming you as a parent.

Grandchild

- Copy of your 1040 tax return filed for the prior year (page 1 only) which lists the names of the dependents you are covering. Please conceal any financial information, AND
- Copy of the court decree granting you or your spouse legal guardianship. A notarized affidavit WILL NOT be accepted as legal guardianship.

If the guardianship was established in the current year, a copy of the court decree granting you or your spouse legal guardianship will suffice.

Legal Guardianship

- Copy of your 1040 tax return filed for the prior year* (page 1 only) which lists the names of the dependents you are covering, Please conceal any financial information, AND
- Copy of court decree naming you or your spouse as legal guardian. A notarized affidavit WILL NOT be accepted as legal guardianship.

If the guardianship was established in the current year, a copy of the court decree granting you or your spouse legal guardianship will suffice.

Child of a Qualified Medical Child Support Order

Copy of the QMCSO as executed by the court.

Disabled child over the age of 26

- Copy of the physician's documentation of mental or physical disability, AND
- Copy of your 1040 tax return filed for the prior year* (page 1 only) which lists the names of the dependents you are covering. Please conceal any financial information.