



SHARON R. BOCK  
 Clerk & Comptroller  
 Palm Beach County

## Dependent Eligibility Documentation Requirements

<b>Dependent Relationship</b>	<b>Documentation Requirements</b>
Legal Spouse	Marriage Certificate
Natural Child	Birth Certificate <i>Note:</i> birth registration, SS card or passport is not valid proof
Domestic Partner & Domestic Partner's Child(ren)	Signed Affidavit of Domestic Partnership (with two common residence documents <b>and</b> two joint financial responsibilities documents) <b>and</b> Initialed Procedure for Administration of Domestic Partner Coverage (details coverage, eligibility, tax issues, etc.). <i>Note:</i> time limitations apply to all documentation. For Domestic Partner's Child(ren), in addition to meeting the requirements for the Domestic Partner, also submit: Birth Certificate (must include both parents' names) <i>Note:</i> birth registration, SS card or passport is not valid proof
Stepchild	Birth Certificate (must include both parents names) <b>and</b> Marriage Certificate
Adopted Child	Court Documentation of adoption
Foster Child	Court Documentation of placement for foster care
Legal Custody or Guardianship	Court Documentation defining guardianship or legal custody. <i>Note:</i> Notarized affidavit is not acceptable documentation
Child born to an insured dependent child (up to 18 months of age)	Birth Certificate <i>Note:</i> birth registration, SS card or passport is not valid proof
Disabled Dependents Over Age 26	Social Security Disability Documentation

**Additional Requirements for Dependent Children Age 19 – 30 on next page.**

**Additional Requirements for Dependent Children Age 19 – 26**

**All dependents age 19 - 26 must meet the following criteria:**

1. Adult dependent children in this category are not eligible for coverage under the Clerk & Comptroller’s grandfathered health plan (group health plan in existence on March 23, 2010) if the adult child is eligible to enroll in an employer-sponsored health plan (such as through his or her job).

**All dependents age 26 - 30 must meet the following criteria and supply the following documentation:**

Adult dependent children in this category must meet the following criteria:

- The child is unmarried and does not have a dependent of his or her own, AND
- The child is a Florida resident or a full-time or part-time student, AND
- The child is not enrolled in any other health coverage policy or plan, AND
- The child is not entitled to benefits under Title XVIII of the Social Security Act unless the child is disabled.

**Documentation of EITHER**

1. Verification of Florida Residency

Any **two** of the following:

- Dependent’s Driver’s License showing employee’s home address
- Dependent’s State Issued ID card showing employee’s home address
- Dependent’s bank statement showing employee’s home address

**OR**

2. Verification of Child’s Student status

- Full-time is considered a minimum of 12 credit hours per semester
- Part-time is a minimum of 6 credit hours per semester

School registration from

- An accredited high school
- An accredited college or university
- A licensed vocational school, technical school, beautician school, automotive school or similar training school