

## **DEPENDENT ELIGIBILITY GUIDELINES**

Please review carefully to determine your dependent(s) eligibility and the appropriate documents that you will be required to submit. **The District will not be able to provide you with any documents previously submitted.** You will need to provide one or more documents for each individual covered under one of the following dependent categories:

- **Spouse:** 1<sup>st</sup> page of the 2021 or EXTENSION for 2021, in addition to your 2020 IRS tax forms. Also, provide spouse's and dependent's social security number(s). Souvenir or original marriage certificates will only be accepted for newly married individuals (6 months or less) only. No photocopies will be accepted.
- **Domestic Partner:** Domestic Partner Registration. You will need to provide a copy of your "Declaration of Domestic Partnership" certificate that provides proof of eligibility requirements for domestic partnership under the State of California, Family Code section 297.
- **Birth Child:** Original Birth Certificate or 1<sup>st</sup> page of 2021 IRS tax form. Hospital certificates are acceptable for newborns born in the first six months of 2021 only. No photocopies will be accepted. In addition, provide dependent child's social security number(s).
- **Dependents between the age of 19 through age 26 to include birth children, stepchildren, adopted and foster children, and legal guardianship:** Original Birth Certificate with State embossed seal or certified copy of the original birth certificate or 1<sup>st</sup> page of 2021 IRS tax form showing dependent status. No photocopies will be accepted. In addition, provide dependent's social security number(s).
- **Step Children:** Original Birth Certificate with State embossed seal or certified copy of the original birth certificate of step-child(ren) listing employee's current spouse as the parent of the step-child(ren), or 1<sup>st</sup> page of 2021 IRS tax form. No photocopies will be accepted. In addition, provide dependent step child's social security number(s).
- **Adopted, Foster Children or Legal Guardianship:** 1<sup>st</sup> page of 2021 IRS tax form and court documents showing legal responsibility for the child(ren). No photocopies will be accepted. In addition, provide dependent child's social security number(s).

We understand that some employees will not have birth certificates or marriage licenses at this time, which is why we will accept the first page of your 2021 or EXTENSION for 2021 in addition to your 2020 IRS tax form. The following websites can help you find the documents you may need.

[www.vitalcheck.com](http://www.vitalcheck.com)

[www.usbirthcertificate.net](http://www.usbirthcertificate.net)

[www.dhs.ca.gov/hisp/chs/OVR/birthordercert.htm](http://www.dhs.ca.gov/hisp/chs/OVR/birthordercert.htm)

[www.ss.ca.gov/dpregistry/index.htm](http://www.ss.ca.gov/dpregistry/index.htm)