

# **Adding a Dependent to Your UC Health Benefits**

*Information you are required to provide to the UC Health Benefits Department when adding a spouse or child(ren) onto your benefits*

**Scan copies of documents to: [Benefits@UCHealth.com](mailto:Benefits@UCHealth.com)**

## **Dependent Verification Documentation**

UC Health requires associates to provide documents to validate all dependents enrolling in benefit plans (this also applies if the associate removes a dependent from the plan and then re-enrolls the dependent at a future date). This requirement is part of an important initiative to ensure legal compliance and good governance, and intended to aid in UC Health's continuing efforts to control healthcare costs.

### **Legal Spouse**

*Eligibility Requirements:*

- The covered employee's husband or wife as defined by Federal law

*Two Documents are Required for Verifying Eligibility:*

- State issued Marriage Certificate; **and**,
- Most recent Federal Tax return (front page or title page of tax return with dependent names listed; associate can black-out private information); OR proof of joint ownership issued within last 6 months such as bank statement or mortgage statement that shows same address; not vehicles, boats, or lease agreements.

### **Dependent Children**

Dependent children are covered under UC Health benefits plans until the end of the month in which they attain age 26.

### **Biological Child**

*Eligibility Requirements:*

- Under age 26

*Document Options for Verifying Eligibility:*

- State issued Birth Certificate

### **Stepchild**

*Eligibility Requirements:*

- Under age 26

*Document Options for Verifying Eligibility:*

- State issued Birth Certificate, State issued Marriage Certificate (between associate's spouse and child's father/mother)