



City of Milford, Connecticut

Founded 1639

Office of the
Human Resources Department
(203) 783-3239

TO: All City Employees
FROM: Tania R. Barnes, Human Resources Director
DATE: December 31, 2014
SUBJECT: Dependent Verification

Effective ***immediately***, this Office has adopted a procedure to verify the relationship for all dependents who will be added to the City’s health plan. At the time an employee enrolls a dependent to the health plan, the following **original documents** shall be provided to the Human Resources Department:

NEW HIRES – Addition of Dependent(s)

<i>Type of Dependent</i>	<i>Documentation as Proof of Relationship Required</i>
SPOUSE (Legal under the laws of the State of Connecticut)	<ul style="list-style-type: none"> • Marriage certificate for couples married within the past year; or • Copy of your most current Federal filed tax return pages 1 and 2 of the 1040 form. Employee’s most current filed tax return showing “Married filing jointly” OR “Married filing separately.” The spouse’s name must be entered on the new employee’s tax form on the line provided after the “married filing separately” status. If filling separately, a copy of each tax form shall be provided.
CHILD (Defined as: natural child, legally adopted child, stepchild*, court ordered support of a child, child under legal guardianship order/custody & disabled adult child above age 26**)	<ul style="list-style-type: none"> • Birth certificate for the child, which must include the name of the employee and/or spouse; or • Adoption placement agreement, petition for adoption or adoption papers approved by the court (with signature or seal); or • Divorce decree that lists children born to, or adopted during the marriage. Must have court signature, stamp or seal. • Court child support order (with court signature, stamp or seal) that shows employee and/or spouse as the child’s parent.

	<ul style="list-style-type: none"> • Court-awarded legal guardianship/custody papers verifying all of the following: Granting of guardianship/custody under state law; employee (or spouse) identified as the child’s legal guardian/custodial parent; name of dependent covered by the agreement; and signatures or court seal stamp.
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In the event an employee has a qualifying/life event change and he/she wants to add/delete any dependent(s) to the health plan, the employee must provide the following **original documents** to the Human Resources Department within the designated timeframe noted in the chart below:

QUALIFYING EVENT CHANGE – Addition/Deletion of dependent(s)

<i>Type of Event/Change</i>	<i>Documentation as Proof of Relationship Required</i>	<i>Notification to Employer</i>	<i>Effective Date of Change</i>
Marriage	Marriage Certificate	Within 60 days of the event occurring OR during open enrollment.	1 st of the month following the notification to employer.
Divorce	Divorce decree. Must have court signature, stamp or seal.	Within 30 days of the event occurring.	1 st of the month following the notification to employer.
Legal Separation	Separation agreement. Must have court signature, stamp or seal.	Within 30 days of the event occurring or in accordance with the respective collective bargaining agreement.	1 st of the month following the notification to employer.
Newborn child	Birth certificate	Within 60 days of the event occurring OR during open enrollment.	Date the child is born.
Addition of child(ren) (i.e. adoption, legal guardianship, thru marriage*)	Birth certificate, adoption documents, applicable court order.	Within 6 months of the event occurring.	1 st of the month following the notification to employer.
Death of employee	Death certificate OR obituary.	Within 10 days of the event occurring.	Immediately. Dependent(s) coverage continues in accordance with the respective bargaining agreement.
Death of dependent(s)	Death certificate OR obituary.	Within 10 days of the event occurring.	Immediately.

The Police and Fire Departments shall be responsible for obtaining the necessary documentation described herein for enrolling new employees with dependents and for adding/deleting dependents for existing employees. The documentation obtained from these departments must be certified (see attached form) and forwarded to Human Resources within fifteen (15) days of enrolling a new hire and /or the effective date of a qualifying event change.

* For stepchildren, you must provide a combination of documents that demonstrate your step-parent status by providing your relationship to the parent of the child (your spouse) and proving the relationship between the spouse and that child.

** For disabled adult child over age 26 who is incapable of self-support, the child may be covered by the health plan if the disability continues and the child remains unmarried. In addition to providing the documents for the proof of relationship, you must provide 1) **Medical records** OR 2) **Physician letter that proves the physical or mental incapacity.**