

**Title: Verifying dependent eligibility before enrollment**

**SEBB Program Administrative Policy 31-1**

<b>Contact:</b>	Policy and Rules Coordinator, ERB Division	<b>Effective:</b>	January 1, 2022
		<b>Rescinded:</b>	
<b>Associated RCW:</b>	41.05.066 41.05.095 41.05.740	<b>Supersedes:</b>	
<b>Associated SEB Board Policy Resolutions:</b>			
<b>Associated WAC:</b>	182-31-140 182-31-150		
<b>Assoc. fed law/reg:</b>		<b>Owner:</b>	Policy, Rules, & Compliance Manager, ERB Division
<b>Associated Procedures:</b>			
<b>Associated Forms &amp; Communication</b>	<i>Communications</i> Customer Service Tools web page – Data Entry Codes – Dependent Verification	<b>Approved by:</b>	<i>DL Z Liu</i>
	Dependent Verification web page on SEBB Internet and SEBB Benefits Administrators Extranet	<b>Position:</b>	Director of the SEBB Program
	School Employee Enrollment Guide- HCA 20-0049  KBID 946 - What documentation do I need in order to enroll a family member	<b>Date approved:</b>	August 25, 2021

**Purpose:**

This policy clarifies which documents the School Employees Benefits Board (SEBB) Program considers valid for dependent verification and identifies which accounts are included in the dependent verification process. Although some subscriber accounts are not included in the process, the SEBB Program reserves the right to review a dependent's eligibility at any time.

**Policy:**

1. The SEBB Program requires subscribers to provide documentation that verifies a person's relationship to the subscriber before enrolling the person as a dependent under the subscriber's SEBB health plan coverage, except as indicated in sections 2, 3, and 4 of this policy.

2. The following subscriber accounts are excluded from the dependent verification process except when the subscriber is requesting enrollment of a partner where eligibility is established through a state registered domestic partnership or a legal union:
  - a. SEBB Continuation Coverage (COBRA) subscriber accounts; and
  - b. SEBB Continuation Coverage (Unpaid Leave) subscriber accounts.
3. Extended dependent children are certified through the process described in WAC 182-31-140, WAC 182-31-150, and SEBB Program Administrative Policy 37-1 for SEBB eligibility.
4. If the subscriber is moving from Public Employees Benefits Board (PEBB) Program coverage to SEBB Program coverage and requesting to enroll eligible dependents who have been previously verified under the PEBB Program, dependent verification documents will not be required. The SEBB Program will use the dependent verification data previously verified by the PEBB Program for dependent verification.
5. Table 31-1 shows a list of valid dependent verification documents.

<b>Document(s) needed if enrolling a Spouse or State Registered Domestic Partner</b> <b>Provide the document(s) listed in one of the following bullets</b>	
Spouse (including same-sex spouse)	<ul style="list-style-type: none"> <li>• The most recent year's Federal Tax Return <u>filed jointly</u> that lists the spouse (<i>black out financial information</i>); OR</li> </ul>
	<ul style="list-style-type: none"> <li>• The most recent year's Federal Tax Return for the subscriber and the spouse if <u>filed separately</u> (<i>black out financial information</i>); OR</li> </ul>
	<ul style="list-style-type: none"> <li>• Marriage Certificate* <u>and</u> evidence (does not have to live together) that the marriage is still valid (e.g. a utility bill within the last 6 months showing both your and your spouse's name, life insurance beneficiary document, a bank statement with the last 6 months – <i>black out financial information</i> – Showing both your and your spouse's name); OR</li> </ul>
	<ul style="list-style-type: none"> <li>• A recently-filed (within last 6 months) petition for dissolution, petition for legal separation (marriage), or petition to invalidate (annul) marriage; OR</li> </ul>
	<ul style="list-style-type: none"> <li>• Defense Enrollment Eligibility Reporting System (DEERS) registration; OR</li> </ul>
	<ul style="list-style-type: none"> <li>• Valid J-1 or J-2 visa issued by the U.S Government</li> </ul>
State Registered Domestic Partner or Partner of a Legal Union	<ul style="list-style-type: none"> <li>• A certificate/card of state registered domestic partnership* or legal union <u>and</u> evidence (does not have to live together) that the partnership is still valid. (e.g. a utility bill within the last 6 months showing both your and your partner's name, life insurance beneficiary document, a bank statement within the last 6 months – <i>black out financial information</i> – showing both your and your partner's name); OR</li> </ul>
	<ul style="list-style-type: none"> <li>• A recently-filed (within last 6 months) state registered domestic partnership or petition to invalidate (annul) state registered domestic partnership.</li> </ul>

<b>Document(s) needed if enrolling Children</b>	
<b><u>Provide the document(s) listed in one of the following bullets</u></b>	
Children	<ul style="list-style-type: none"> <li>• The most recent year's Federal Tax Return that includes the child(ren) as a dependent (<i>black out financial information</i>); OR</li> </ul>
	<ul style="list-style-type: none"> <li>• Birth certificate (or hospital certificate with the child's footprints on it) showing the name of the parent who is the subscriber, the subscriber's spouse, or the subscriber's state registered domestic partner;** OR</li> </ul>
	<ul style="list-style-type: none"> <li>• Certificate or decree of adoption showing the name of the parent who is the subscriber, the subscriber's spouse, or the subscriber's state registered domestic partner; OR</li> </ul>
	<ul style="list-style-type: none"> <li>• Court ordered parenting plan; OR</li> </ul>
	<ul style="list-style-type: none"> <li>• National Medical Support Notice; OR</li> </ul>
	<ul style="list-style-type: none"> <li>• Defense Enrollment Eligibility Reporting System (DEERS) registration; OR</li> </ul>
	<ul style="list-style-type: none"> <li>• Valid J-2 visa issued by the U.S Government</li> </ul>
<b>Notes:</b>	
<p>1. Copies of any of the documents referenced within this table are acceptable.</p> <p>2. Other documents, as approved by the SEBB Program may be used for dependent verification.</p> <p>3. All documents must be submitted in English. Documents written in a foreign language must be accompanied by a translated copy produced by a professional translator and certified with a notary public seal.</p> <p>*If within 6 months of marriage/state registered domestic partnership, then only certificate/card is required.</p> <p>**If the dependent is a stepchild of the subscriber, the spouse/state registered domestic partner must also be verified in order to enroll the child even if the spouse/state registered domestic partner is not enrolling in coverage.</p>	

Table 31-1