

# TEXAS EMPLOYEES GROUP BENEFITS PROGRAM (GBP) DEPENDENT ELIGIBILITY CHART

Make sure your dependents are eligible for insurance and that you have the appropriate documentation to show eligibility before you enroll them in any coverage. For example, if you add a common law spouse, you must have a government-issued Declaration of Informal Marriage AND a current Federal Tax Return. You are required to provide a birth certificate to Aon Hewitt once you enroll a newborn child. A hospital-issued birth certificate will be accepted in place of a government-issued birth certificate for newborn children, three months of age or younger.

Dependent of the Participant (employee, retiree, or other individual enrolled in program as recognized by Texas law)	Eligibility	Examples of Supporting Documents (these documents are required)
<b>Spouse</b>	Spouse as recognized by law	<ul style="list-style-type: none"> <li>Government-Issued Marriage Certificate <b>AND</b></li> <li>Current Federal Tax Return <b>OR</b></li> <li>Proof of Joint Ownership** Issued within last six months. <b>OR</b></li> <li>Government Issued Marriage Certificate only (if married in the last 12 months).</li> </ul>
<b>Common Law Spouse</b>	Spouse as recognized by law	<ul style="list-style-type: none"> <li>Declaration of Informal Marriage with the County Courthouse <b>AND</b></li> <li>Current Federal Tax Return <b>OR</b></li> <li>Proof of Joint Ownership** Issued within last six months.</li> </ul>
<b>Biological Child*</b>	Natural born child	<ul style="list-style-type: none"> <li>Government Issued Birth Certificate</li> </ul>
<b>Adopted Child*</b>	Child is eligible at time of placement.	<ul style="list-style-type: none"> <li>Adoption Certificate <b>OR</b></li> <li>Adoption Placement Agreement <b>AND</b></li> <li>Petition for Adoption</li> </ul>
<b>Stepchild*</b>	Child is not required to live in participant's household.	<ul style="list-style-type: none"> <li>Government Issued Marriage Certificate <b>OR</b></li> <li>Declaration of Informal Marriage with the County Courthouse <b>AND</b></li> <li>Child's Government-Issued Birth Certificate <b>AND</b></li> <li>Current Federal Tax Return <b>OR</b></li> <li>Proof of Joint Ownership** Issued within last six months.</li> </ul>
<b>Child of Managing Conservator</b>	Child is identified in the managing conservatorship granted to the participant.	<ul style="list-style-type: none"> <li>Managing conservatorship court document signed by judge.</li> </ul>
<b>Foster Child*</b>	Child must not have other governmental insurance.	<ul style="list-style-type: none"> <li>Placement Order <b>AND</b></li> <li>Affidavit of Foster Child</li> </ul>
<b>Legal Ward Child*</b>	Child is under the protection or in the custody of the participant.	<ul style="list-style-type: none"> <li>Court order signed by a judge appointing participant as the child's guardian (Documentation of Legal Custody) <b>AND</b></li> <li>Government-Issued Birth Certificate</li> </ul>
<b>Other Child*</b>	<p>Child is related to participant by blood or marriage, and was claimed as dependent on participant's federal income tax return for previous tax year, and will continue to be claimed on participant's federal income tax return for every calendar year the child is covered.</p> <p>A child who is acquired or born in the current calendar year will be claimed and continued to be claimed on participant's federal income tax return for every calendar year the child is covered.</p>	<ul style="list-style-type: none"> <li>Government-Issued Birth Certificate <b>OR</b></li> <li>Government-Issued Marriage License to prove family relationship <b>AND</b></li> <li>Current Federal Tax Return <b>OR</b></li> <li>Affidavit of Good Cause</li> </ul>

\*Child must be under age 26 for health insurance, and can be married or unmarried. Child must be under age 26 and unmarried for dental insurance and Dependent Term Life Insurance. Disabled dependent children age 26 and over may be eligible for insurance. For more information visit the ERS website.

\*\*See Documentation Requirements for examples of Joint Ownership documents. False information could lead to expulsion from the GBP and/or criminal prosecution.

# DOCUMENTATION REQUIREMENTS

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## Important reminders for all documents:

- DO NOT SEND ORIGINALS. Send copies only.
- Black out Social Security numbers, monetary amounts, and account numbers on documents.
- No documents will be returned.

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## Tax returns:

- Only send the first page of your Federal Tax Return that shows your dependents. State Tax Returns are NOT accepted in lieu of Federal Tax Returns.
- Black out all Social Security numbers and monetary amounts appearing on Federal Tax Returns. For example, earnings listed on your 1040.

## Examples of joint ownership documents:

Mortgage statements, credit cards statements, bank statements, property tax statements, and residential leasing agreements listing both parties' names as co-owners. The joint ownership may be established prior to the current year; however, the statement provided must be issued within the last six months.

## Examples of proof of marriage documents:

Must be a government-issued marriage license or marriage certificate. It must include the date of your marriage. *Church-issued certificates are NOT acceptable.*

## Birth certificates:

Must be a government issued birth certificate listing parents' names. *Hospital-issued birth certificates will only be accepted for newborn children, three months of age or younger.*

## Vital records request:

In some state and county clerk offices, it can take four - eight weeks for vital records to come in. Typically, though, they are delivered within 10-14 business days. Please order you documents early in the process to ensure receipt by the verification deadline.

## Photocopying vital records:

Some state and county clerk offices prohibit the copying of vital records (e.g. Florida, Pennsylvania, Wisconsin, etc.). Typically there is a warning on the documents stating that copying is not allowed. In that case, you should obtain the non-certified vital record from the office. This is usually available at a reduced cost compared to the certified vital record cost.

## Birth certificates listing parents' names:

Some state and county clerk offices issue the short form certificate as a standard (e.g. Iowa, New Jersey, South Carolina, etc.). Please obtain the long form that includes the parents' names. This is the same document used to obtain a passport.