

## REQUIRED DOCUMENTATION FOR DEPENDENT ENROLLMENT

The State Health Benefits Program (SHBP) is required to ensure that only employees and eligible dependents are receiving health care coverage under the programs. As a result, the Division of Pensions and Benefits must guarantee consistent application of eligibility requirements within the plans.

Dependents	Eligibility Definition	Documentation Required
<b>Spouse</b>	A person of the opposite sex or same sex to whom you are legally married.	A photocopy of the Marriage Certificate and a photocopy of the front page of the employee's most recently filed federal tax return* (Form 1040) that includes the spouse
<b>Civil Union Partner</b>	A person of the same sex with whom you have entered into a civil union.	A photocopy of the New Jersey Civil Union Certificate or a valid certification from another jurisdiction that recognizes same-sex civil unions and a photocopy of the front page of the employee's most recently filed New Jersey tax return* that includes the partner or a photocopy of a recent (within 90 days of application) bank statement or bill that includes the names of both partners and is received at the same address.
<b>Domestic Partner</b>	A person of the same sex with whom you have entered into a domestic partnership.	A photocopy of the New Jersey Certificate of Domestic Partnership dated prior to February 19, 2007 or a valid certification from another State or foreign jurisdiction that recognizes same-sex domestic partners and a photocopy of the front page of the employee's most recently filed New Jersey tax return* that includes the partner or a photocopy of a recent (within 90 days of application) bank statement or bill that includes the names of both partners and is received at the same address.
<b>Children</b>	A subscriber's child until age 26, regardless of the child's marital, student, or financial dependency status – even if the young adult no longer lives with his or her parents. This includes a stepchild, foster child, legally adopted child, or any child in a guardian ward relationship	<b>Natural or Adopted Child</b> – A photocopy of the child's birth certificate showing the name of the employee as a parent. <b>Step Child</b> – A photocopy of the child's birth certificate showing the name of the employee,

	upon submitting required supporting documents.	spouse or partner as a aren't and a photocopy of the marriage/partnership certificate showing the names of the employee and spouse/partner. <b>Legal Guardian, Grandchild, or Foster Child</b> – Photocopies of Final Court Orders with the presiding judge's signature and seal. Documents must attest to the legal guardianship by the covered employee.
<b>Dependent Children with Disabilities</b>	If a covered child is not capable of self-support when he or she reaches age 26 due to mental illness or incapacity, or a physical disability, the child may be eligible for a continuance of coverage. Coverage for children with disabilities may continue only while (1) you are covered through the SHBP, (2) the child continues to be disabled, and (3) the child is unmarried or does not enter into a civil union or domestic partnership and (4) the child remains substantially dependent on you for support and maintenance. You may be contacted periodically to verify that the child remains eligible for coverage.	Documentation for the appropriate "Child" type (as noted above) and a photocopy of the front page of the employee's most recently filed federal tax return* (Form 1040) that includes the child. If Social Security disability has been awarded, or is currently pending, please include this information with the documentation that is submitted. Please note: that this information is only verifying the child's eligibility as a dependent. The disability status of the child is determined through a separate process.
<b>Continued Coverage for Over Age Children</b>	Certain children over age 26 may be eligible for continued coverage until age 31 under the provisions of Chapter 375, P.L. 2005. This includes a child by blood or law who (1) is under the age of 31, (2) is unmarried or not a partner in a civil union or domestic partnership, (3) has no dependent(s) of his or her own, (4) is a resident of New Jersey or is a student at an accredited public or private institution of higher educations with at least 15 credit hours, and (5) is not provided coverage as a subscriber, insured, enrollee, or covered person under a group or individual health benefits plan, church plan or entitled to benefits under Medicare.	Documentation for the appropriate "Child" type (as noted above) and a photocopy of the front page of the child's most recently filed federal tax return* (Form 1040), and if the child resides outside of the State of New Jersey, documentation of full time student status must be submitted.

\*Note: For tax forms you may black out all financial information and all but the last 4 digits of any Social Security numbers. To obtain copies of documents listed above, contact the office of the Town Clerk in the city of birth, marriage, etc. or visit websites: [www.vitalrec.com](http://www.vitalrec.com) or [www.studentclearinghouse.org](http://www.studentclearinghouse.org). Residents of NJ can obtain records from the State Bureau of Vital Statistics and Registration website: [www.state.nj.us/health/vital/index.shtml](http://www.state.nj.us/health/vital/index.shtml)