

## REQUIRED DOCUMENTS FOR ADDING AND MAINTAINING DEPENDENTS



An employee may enroll a dependent in State of Ohio health benefits during Open Enrollment. A dependent may also be enrolled due to a change in status/qualifying event for change of dependent status during the plan year (e.g. student status change events related to dental and/or vision coverage, birth, etc.).

The **employee** is responsible for enrolling a dependent under the plan's provisions. You must notify your agency's benefits representative, initiate and submit change request and available supporting documentation within 31 calendar days of the change in status/qualifying event. You may initiate the enrollment process without submitting all the required documentation within 31 days of the qualifying event if certain criteria are met. Please refer to the [Benefit Enrollment and Change Form \(ADM 4717\)](#) for specific requirements regarding this process.

**Please be aware that knowingly providing false or misleading information may result in any or all of the following actions by the State of Ohio: 1) disciplinary action, up to and including removal; 2) collection action to recoup payments of benefits and claims paid for individuals determined to be ineligible dependents; and/or 3) civil and/or criminal prosecution.**

DEPENDENT TYPE	ELIGIBILITY (check all applicable boxes)	REQUIRED DOCUMENT(S) FOR VERIFICATION
<b>All</b>	<b>All Dependents</b>	<input type="checkbox"/> <a href="#">Benefit Enrollment and Change Form (ADM4717)</a> <b>AND/OR</b> the Dental and Vision Enrollment and Change Form located at <a href="http://www.benefitstrust.org/forms.htm">http://www.benefitstrust.org/forms.htm</a> (union members) <b>AND</b>  <input type="checkbox"/> Required forms for the applicable dependent type  <b>Note: Union members adding dependents for dental/vision coverage must complete the Verification Form (DAS-BAS 4020) in addition to the Dental and Vision Enrollment and Change Form</b>

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DEPENDENT TYPE	ELIGIBILITY (check all applicable boxes)	REQUIRED DOCUMENT(S) FOR VERIFICATION
<p><b>Dental/Vision dependent children ages 19-22</b></p>	<p><input type="checkbox"/> Biological, adopted, stepchild, or child for whom employee is legal guardian between ages 19-22</p> <p><b>AND</b></p> <p><input type="checkbox"/> Unmarried</p>	<p><b>You must submit the required document(s) proof for one of the following dependent categories as noted above:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Biological child</li> <li><input type="checkbox"/> Adopted child</li> <li><input type="checkbox"/> Stepchild</li> <li><input type="checkbox"/> Foster Child</li> <li><input type="checkbox"/> Child for whom the employee is legal guardian</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Affidavit of Student Status (ADM 4729)</a></li> </ul> <p><b>One of the following forms of proof of qualified student status:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A letter from the registrar with the dependent’s name showing current enrollment. If the birthday occurs during a standard school break (e.g. summer), the letter from the registrar must show enrollment in the previous term</li> <li><input type="checkbox"/> An official transcript with the dependent’s name, school name, and semesters/quarters enrolled that include the current term. If the birthday occurs during a standard school break (e.g. summer), the transcript must show enrollment in the previous term. If the dependent is enrolled in their first semester/quarter of class, one of the above documents is required showing proof of current enrollment</li> <li><input type="checkbox"/> A “Current Enrollment Verification Certificate” from the National Student Clearinghouse with dependent’s name, school name and semesters/quarters enrolled that include the current term. (<a href="http://www.studentclearinghouse.org/">http://www.studentclearinghouse.org/</a>)</li> </ul> <p><b>Note: The above documents are only required when an enrolled dependent turns age 19, a dependent is being added to coverage, or the documents are requested during the course of an audit.</b></p> <p><b>Letter, transcript, or verification certificate must show that the student has attended classes for two out of three semesters or three out of four quarters during the most recent 12-month period.</b></p> <p><b>The state will conduct random audits for proof of student enrollment. School schedule and grades are not acceptable proof of current enrollment.</b></p>