

REQUIRED DOCUMENTS FOR ADDING 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 qualifying/change in status event for change of dependent status during the plan year.

The **employee** is responsible for enrolling a dependent that becomes eligible under the plan provisions. You must notify your agency's benefits representative and submit the required documentation listed below within 31 calendar days of the qualifying/change in status event. You may initiate the enrollment process without submitting all the required documentation within 31 days of the qualifying/change in status event if certain criteria are met. Please refer to the [Verification Form \(DAS-BAS 4020\)](#) 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
All	All Dependents	<input type="checkbox"/> Verification form AND Medical Benefit Enrollment and Change Form (ADM4717) OR Dental and Vision Enrollment and Change Form (ADM 4720) (exempts) or go to the Union Benefits Trust website at www.benefitstrust.org/forms (union members) AND <input type="checkbox"/> Required forms for the applicable dependent type

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DEPENDENT TYPE	ELIGIBILITY (check all applicable boxes)	REQUIRED DOCUMENT(S) FOR VERIFICATION
<p>Dental/Vision dependent children ages 19-22</p>	<p><input type="checkbox"/> Biological, adopted, stepchild, or child for whom employee is legal guardian between ages 19-22</p> <p>AND</p> <p><input type="checkbox"/> Unmarried</p>	<p>You must submit the required document(s) proof for one of the following dependent categories as noted above:</p> <p><input type="checkbox"/> Biological child</p> <p><input type="checkbox"/> Adopted child</p> <p><input type="checkbox"/> Stepchild</p> <p><input type="checkbox"/> Child for whom the employee is legal guardian</p> <p>AND</p> <p><input type="checkbox"/> Affidavit of Student Status (ADM 4729)</p> <p>One of the following forms of proof of qualified student status:</p> <p><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.</p> <p><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.</p> <p><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. (http://www.studentclearinghouse.org/)</p> <p>Note: The state will conduct random audits for proof of student enrollment. The above documents are only required when an enrolled dependent turns age 19, a dependent is being enrolled in coverage, or the documents are requested during the course of an audit.</p>