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**	☐ 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** ☐ Required forms for the applicable dependent type

Updated December 22, 2011

REQUIRED DOCUMENTS FOR ADDING DEPENDENTS

OhioDAS

DEPENDENT TYPE	ELIGIBILITY (check all applicable boxes)	REQUIRED DOCUMENT(S) FOR VERIFICATION
Spouse	☐ A current legal spouse	**One of the following:** ☐ Page 1 AND signature page of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the spouse as dependent ☐ Page 1 AND Certificate of Electronic Filing of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the spouse as dependent ☐ Prior year IRS e-file Signature Authorization including PIN number and both spouses' names and signatures **OR** ☐ Marriage certificate (or the document the county certifies) **AND** **One of the following proof of current (within last 6 months) joint tenancy:** ☐ Proof of joint ownership of residence or other real estate ☐ Proof that employee and spouse are both listed on a lease or share the rent of a home or other property ☐ Proof of a jointly-owned bank account, financial account, or utility bill listing both employee and spouse at same address ☐ Bank statement, financial account statement, or utility bill listing employee AND a second bank statement, financial account statement, or utility bill listing the spouse, both documents with the same address **OR** **For marriage in the last 12 months:** ☐ Marriage Certificate (or the document the county certifies)

Updated December 22, 2011

REQUIRED DOCUMENTS FOR ADDING DEPENDENTS

OhioDAS

DEPENDENT TYPE	ELIGIBILITY (check all applicable boxes)	REQUIRED DOCUMENT(S) FOR VERIFICATION
Common Law Spouse	☐ Relationship began prior to October 10, 1991 (if relationship began in Ohio)	**One of the following:** ☐ Affidavit of Common Law Marriage (ADM 4731) ☐ Certificate of Common Law Marriage issued by a state or local government **AND** **One of the following dated within the last six months:** ☐ Proof of joint ownership of residence or other real estate ☐ Proof that employee and spouse are both listed on a lease or share the rent of a home or other property ☐ Proof of a jointly-owned bank account, financial account, or utility bill listing both employee and spouse at same address ☐ Bank statement, financial account statement, or utility bill listing employee AND a second bank statement, financial account statement, or utility bill listing the spouse, both documents with the same address

Updated December 22, 2011