



**If you have questions,
please call Secova at
1-866-372-4519 (toll-free).
You can call 24 hours a day,
7 days a week.
Your call is confidential.**

DEFINITIONS AND REQUIRED DOCUMENTS

DEPENDENT TYPE	DEFINITION	REQUIRED DOCUMENT(S) FOR VERIFICATION
Spouse	A current legal spouse of an eligible state employee	Page 1 and signature page of employee's 2008 Federal Income Tax Return (1040, 1040A or 1040EZ) listing the spouse as dependent; or
		Page 1 and Certificate of Electronic Filing of employee's 2008 Federal Income Tax Return (1040, 1040A or 1040EZ) listing the spouse as dependent; or
		Marriage certificate; and ➤ One of the following: <ul style="list-style-type: none"> • Proof of joint ownership of residence or other real estate; or • Proof that employee and spouse are both listed on a lease or share the rent of a home or other property; or • A utility bill listing both employee and spouse
Biological child under age 19	An unmarried biological child of an employee, who normally resides with the employee	Page 1 and signature page of employee's 2008 Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent; or
		Page 1 and Certificate of Electronic Filing of employee's 2008 Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent; or
		The child's birth certificate, Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240) or certification of Birth Abroad (FS-240)
Adopted child under age 19	An unmarried child who normally resides with the employee, and for whom the employee provides support because of a legal adoption or in anticipation of a legal adoption	➤ One of the following: <ul style="list-style-type: none"> • Court documents signed by a judge showing that the employee has adopted the child; or • International adoption papers from country of adoption; or • Papers from the adoption agency showing intent to adopt; or
		Page 1 and signature page of employee's 2008 Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent; or
		Page 1 and Certificate of Electronic Filing of employee's 2008 Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent
Stepchild under age 19	An unmarried stepchild living in the employee's home and for whom the employee provides the majority of their financial support and maintenance	Page 1 and signature page of employee's 2008 Federal Income Tax Return (1040, 1040A or 1040EZ) listing the stepchild as dependent; or
		Page 1 and Certificate of Electronic Filing of employee's 2008 Federal Income Tax Return (1040, 1040A or 1040EZ) listing the stepchild as dependent
Foster child under age 19	An unmarried foster child living in the employee's home and for whom the employee provides the majority of their financial support and maintenance	Affidavit of Dependent Status (ADM 4729); AND
		Page 1 and signature page of employee's 2008 Federal Income Tax Return (1040, 1040A or 1040EZ) listing the foster child as dependent; or
		Page 1 and Certificate of Electronic Filing of employee's 2008 Federal Income Tax Return (1040, 1040A or 1040EZ) listing the foster child as dependent

See reverse for more information

DEPENDENT TYPE	DEFINITION	REQUIRED DOCUMENT(S) FOR VERIFICATION
Child under age 19 for whom the employee is legal guardian	An unmarried child who resides with the employee and for whom the employee is legal guardian	Affidavit of Dependent Status (ADM 4729); and ➤ One of the following: <ul style="list-style-type: none"> • Court documents signed by a judge verifying legal custody of the child; or • Page 1 and signature page of employee's 2008 Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent; or • Page 1 and Certificate of Electronic Filing of employee's 2008 Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent
Child under age 19 of divorced or separated parents	An unmarried child who may not be residing with the employee, but whom the employee is required by law to support	Court documents signed by a judge; or
		Page 1 and signature page of employee's 2008 Federal Income Tax Return (1040, 1040A or 1040EZ) listing the dependent; or
		Page 1 and Certificate of Electronic Filing of employee's 2008 Federal Income Tax Return (1040, 1040A or 1040EZ) listing the dependent
Child under age 19 for whom the Plan has received a Qualified Medical Child Support Order	An unmarried child who is named as an alternate recipient with respect to the employee under a Qualified Medical Child Support Order (QMCSO)	Court documents signed by a judge; or
		Medical support orders issued by a State agency
Student (19-23 years of age)	An unmarried dependent under age 23, who falls under one of the previously listed categories, and is a student at an accredited (licensed) school, college or university. The student must be: <ul style="list-style-type: none"> • dependent on the employee or the employee's current legal spouse for maintenance and support. • have attended classes for two out of three semesters or three out of four quarters during the most recent 12-month period. 	You must submit the required document(s) proof for <u>one</u> of the following dependent categories as noted above: <ul style="list-style-type: none"> • Biological child under age 19 • Adopted child under age 19 • Stepchild under age 19 • Foster child under age 19 • Child under 19 for whom the employee is legal guardian • Child under age 19 of divorced or separated parents • Child under 19 for whom the Plan has received a Qualified Medical Child Support Order; and ➤ One of the following forms of proof of qualified student status: <ul style="list-style-type: none"> • A letter from the registrar with the dependent's name, semesters enrolled in the prior 12 months, and school phone number; or • A transcript with the dependent's name, school name, semesters enrolled and school phone number
Disabled dependent	An unmarried dependent of any age whose disability began before age 23 and who is primarily dependent upon the employee.	Proof of disability is not required for the Dependent Eligibility Verification

RESOURCES TO OBTAIN DOCUMENTATION

Birth Certificates & Marriage Licenses:
<http://www.odh.ohio.gov/vitalstatistics/vitalstats.aspx>

For children born outside the United States:
 U.S. Department of State
<http://www.state.gov>

Please call the school registrar's office to request transcripts for schools, colleges and universities.

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