

ELIGIBILITY GUIDELINES

Please review carefully to determine your dependent(s) eligibility and the appropriate documents that you will be required to show. The District will not be able to provide you with any previous documents submitted in the past. You will need to show the documents listed below for each individual covered under one of the following dependent categories. Please note that you may black- out all financial information on tax return documents.

In addition, *provide each dependent's social security number, if not listed legibly on the tax form.*

- **Spouse:**

First page of 2018 or 2019 Federal Tax Return (1040, 1040A, 1040EZ, 8879, or 4868). If you didn't file with your spouse you will be referred to Personnel Services.

- **Domestic Partner:**

California Certificate of Domestic Partner Registration issued by the Secretary of State. (Domestic Partners cannot be of the opposite sex unless one is over the age 62). State of California guidelines web site may be found at: www.sos.ca.gov/dpregistry/index.htm.

- **Birth Child/Adopted Child:**

Government-issued birth certificate (showing parents' names)

OR First page of 2018 or 2019 Federal Tax Return (1040, 1040A, 1040EZ, 8879, or 4868)

OR Government-issued adoption certificate

- **Step Child:**

Government-issued birth certificate AND marriage certificate

OR Government-issued birth certificate **AND** first page of 2018 or 2019 Federal Tax Return (1040, 1040A, 1040EZ, 8879, or 4868)

- **Legal Guardianship: through the age of 18**

First page of 2018 or 2019 Federal Tax Return (1040, 1040A, 1040EZ, 8879, or 4868) **AND** court order of legal guardianship

- **Disabled Dependents:**

Government-issued birth certificate **AND** medical disability certificate **AND**

First page of 2018 or 2019 Federal Tax Return (1040, 1040A, 1040EZ, 8879, or 4868)

Dependents Eligible for Coverage

Spouse	Child – Adopted
Domestic Partner	Child – Guardianship
Child- Biological	Child – Disabled
Child - Step	

Dependents NOT Eligible for Coverage

Ex-Spouse/Partner	Siblings
Former Stepchildren	Aunts/Uncles
Parents	Nieces/Nephews
Grandparents	Girlfriends/Boyfriends
Grandchildren	Cousins

We understand that some employees will not have birth certificates or marriage certificates at this time. The following web sites can help you find the documents you need. Order today as it could take about 3-4 weeks to process and receive your requested item(s).

www.vitalchek.com

www.usa.gov/replace-vital-documents

www.usbirthcertificate.net