



## Eligibility Definitions and Required Documentation

\*Please note that you may black out all financial information and Social Security numbers on documentation provided.

Dependents	Eligibility Definition	Documentation Required
<b>Spouse</b>	A member of the opposite sex to whom you are legally married.	<ul style="list-style-type: none"> <li>➤ A copy of the top half of the front page of the employee's 2010 or 2011 federal tax return that includes employee's spouse, <b>OR</b></li> <li>➤ Photocopy of marriage certificate, <b>AND</b></li> <li>➤ Proof of joint debt/ownership dated within the past 90 days (must have employee and spouse name).</li> </ul>
<b>Child</b>	Your child that is under 26 years of age including: <ul style="list-style-type: none"> <li>➤ Your biological children;</li> <li>➤ Your stepchildren;</li> <li>➤ The children of your Designated Eligible Dependent that reside in your household;</li> <li>➤ Your legally adopted children;</li> <li>➤ Your foster children, including any children placed with you for adoption;</li> <li>➤ Any children for whom you are responsible under court order;</li> <li>➤ Your grandchildren in your court-ordered custody; and</li> <li>➤ Any other child who lives with you in a parent-child relationship, or whose parent is your child and is covered as a dependent under the plan.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>For Natural Child(ren)</b> – Photocopy of birth certificate showing employee's name, <b>OR</b></li> <li>➤ Photocopy of the employee's 2009 or 2010 federal tax return showing the dependent listed.</li> <li>➤ <b>For Stepchild(ren)</b> – Photocopy of birth certificate showing employee's spouse/DEI's name; and a copy of marriage certificate showing the employee and parent's name, <b>OR</b></li> <li>➤ Photocopy of the employee's 2009 or 2010 federal tax return showing the dependent listed.</li> <li>➤ <b>For Legal Guardian, Adoption, Grandchild(ren) or Foster Child(ren)</b> –Final Court Order with presiding judge's signature and seal, Adoption Final Decree with presiding judge's signature and seal, or a Qualified Medical Child Support Order, <b>OR</b></li> <li>➤ Photocopy of the employee's 2009 or 2010 federal tax return showing the dependent listed.</li> </ul>
<b>Dependent Child with Disability</b>	Any dependent child that otherwise meets the criteria of "child" and is disabled if: <ul style="list-style-type: none"> <li>➤ He or she is not able to earn his or her own living because of a disability which started prior to the date he or she reaches the maximum age for dependent children under your plan; and</li> <li>➤ He or she depends chiefly on you for support and maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Documentation as noted above for "Child" dependent type <b>AND</b></li> <li>➤ A copy of the top half of the front page of the employee's 2009 or 2010 federal tax return that includes this child.</li> </ul> <p>Please note that this audit is only verifying the child's eligibility as a dependent. Your health carrier determines the disability status of the child.</p>
<b>Designated Eligible Individual (DEI)</b>	A Michigan Tech employee who does not already enroll a spouse for the health plans may enroll one individual for health coverage but only if ALL of the following eligible criteria are met: <ul style="list-style-type: none"> <li>➤ The employee is eligible for Michigan Tech's health plan options.</li> <li>➤ The DEI, at the time of proposed enrollment, resides in the same residence as the employee and has done so for the previous 18 continuous months, other than as a tenant.</li> <li>➤ The DEI is not a "dependent" of the employee as defined by the IRS.</li> </ul> Please noted that the following individuals do not meet the eligibility criteria for a DEI: <ul style="list-style-type: none"> <li>➤ Spouse,</li> <li>➤ Children and their descendents (children, grandchildren),</li> <li>➤ Parents and Parent's descendents (siblings, nieces, nephews),</li> <li>➤ Grandparents and their descendents (aunts, uncles, cousins),</li> <li>➤ Renters, boarders, tenants.</li> </ul>	<ul style="list-style-type: none"> <li>➤ A copy of the Michigan Tech Designated Eligible Individual form <b>AND</b></li> <li>➤ Proof of Joint Residence showing that the Michigan Tech employee and DEI share the same residence such as:               <ul style="list-style-type: none"> <li>• The drivers licenses of the employee and DEI showing the same address.</li> <li>• The 2009 or 2010 individual federal tax returns for the employee and DEI showing the same address.</li> <li>• Copies of recent bills (within the last 90 days) showing the name and address of both the employee and DEI.</li> <li>• A copy of a joint lease or mortgage showing the employee and DEI name.</li> </ul> </li> </ul>