

Dependent Eligibility & Documentation Requirements

Below are the definitions of who is considered an eligible dependent, and if applicable, documentation requirements to enroll them on coverage.

A. SPOUSE

If an employee is married, their legal spouse is eligible for coverage. A copy of the employee's **marriage certificate or license** is required to add a new spouse to coverage, or to add a current spouse to coverage for the first time (added during open enrollment or had a qualified family status change).

B. DOMESTIC PARTNER

An eligible domestic partner will always include a partner with whom the employee has entered into an Oregon-Certified domestic partnership. An Oregon-Certified domestic partnership means a contract, in accordance with Oregon law, entered into in person between two individuals of the same sex who are at least 18 years of age, who are otherwise capable and at least one of whom is a resident of Oregon. A copy of the **Certificate of Registered Domestic Partnership** is required.

A same-sex domestic partner who is not an Oregon-Certified domestic partner is eligible for coverage provided that all of the qualifying conditions on the Certificate of Domestic Partnership are met. A copy of the **CIS Certificate of Domestic Partnership** if required.

Coverage for opposite-sex domestic partners is determined by the employer. If offered, a copy of the **CIS Certificate of Domestic Partnership** is required.

C. CHILDREN

An unmarried child, under the age of 23, who is 50% or more dependent upon either natural parent or spouse/domestic partner for financial support and who are:

- The employee's natural child;
- The employee's adopted child, or a child placed for adoption with the employee (**Certificate of Placement form required**);
- A stepchild living in the employee's home, or a stepchild not living in the home but for whom coverage is required by court order.
- A child related to the employee, spouse or eligible domestic partner by blood or marriage for whom the employee, spouse or domestic partner has obtained court-ordered legal guardianship (**Affidavit of Dependency form and court document required**)

D. INCAPACITATED CHILD

An unmarried child over the age of 23 who is incapable of self-support due to a physical, mental or developmental disability, that occurred before the child's 23rd birthday may be eligible to remain enrolled. Eligibility for continuation must be approved by the insurance carrier. To be eligible the child must be covered by the plan at the time of his/her 23rd birthday and the disability must have occurred prior to that date.

Exception: A new hire may add a disabled child over age 23 if the child was disabled prior to his/her 23rd birthday.

Documentation of carrier approval of incapacitated child status will be required.