

ACCEPTABLE LEGAL DOCUMENTS FOR FAMILY STATUS CHANGES OR NEW HIRE ENROLLMENT FORMS:

- Copy of Official Birth Certificate including all signatures and seal
- Copy of Official Marriage License including all signatures and seal
- Copy of Official Guardianship papers
- Copy of QMCSO (Qualified Medical Child Support Order)
- Copy of Affidavit of Paternity accompanied by copy of birth certificate of child.

All of the above forms may be a Copy of the Official document.

CRITERIA FOR CHILDREN

Children of the Employee by birth or legal adoption may be covered through the end of the year in which they have their 26th birthday if:

- The child does not have other health coverage available (whether or not they are actually enrolled) through their own employer or if married, through their spouse.

You must provide a copy of the child's birth certificate to add them to your coverage.

If a child does not meet the above criteria, they may only be covered if the employee is directed to do so by a Qualified Medical Child Support Order and the Employee Benefits Unit of the Human Resources Department has been provided with the appropriate updated and current documentation.

Children by birth or legal adoption of the employee's spouse (stepchildren of the employee) may be covered through the end of the year in which they have their 26th birthday if:

- The child does not have other health coverage available (whether or not they are actually enrolled) through their own employer or if married, through their spouse's employer

You must provide a copy of the child's birth certificate AND a copy of your marriage license to add them to your coverage.

Disabled children of the employee may be covered to any age if:

- The child became totally and permanently disabled prior to age 19; **AND**
- They are incapable of self-sustaining employment; **AND**

- The employee provides over half their total support as defined by the Internal Revenue Code;
AND
- Their disability has been certified by a physician and the health carrier is notified in writing by the end of the year in which the child turns age 19 (or age 26 in the case of dependent continuation).

Legal Guardianship children of the employee may be covered through the end of the year in which they have their 26th birthday if:

- They are unmarried
- Their legal residence is with you
- You supply over half their total support as defined by the Internal Revenue Code
- You provide up to date legal guardianship papers

Coverage for children of whom you are the Legal Guardian may only continue as long as the legal guardianship is in effect. For example, if a Legal Guardianship order ends when a child attains the age of 18, the child is no longer eligible to be covered and must be removed.

CRITERIA FOR SPOUSES

Oakland County allows for the legal spouse of an employee to be covered under your *Natural Select* benefits.

You must provide a copy of your marriage license to add them to your coverage.