

Dependent Verification Requirements

Beacon Mobility strives to ensure you and your family have access to comprehensive and cost-effective medical options. To ensure our health plan remains compliant and cost-effective, we require all employees to verify that their enrolled dependents meet eligibility requirements. **Your help is needed to make this possible.**

When adding eligible dependents to your medical, dental and/or vision coverage, you must provide proof of dependency.

Dependent verification must be completed by the time your enrollment window closes or your dependents will be dropped from coverage. This is 31 days for new hires and for qualifying life events, and by the end of Open Enrollment.

Acceptable documentation for each unverified dependent includes:

Required Documentation to Submit for Each Covered Dependent	
Spouse	Two (2) documents required from Section A
Section A	<ul style="list-style-type: none"> - Government-Issued Marriage Certificate - First page of most recent Federal Tax Return (within last 2 years) filing as married with spouse's name listed - Proof of Joint Ownership (last 6 months) – examples include: <ul style="list-style-type: none"> • Car or house title showing joint ownership • Joint lease/rental agreement/mortgage statement • Joint bank/utility bill or credit card account statement • Both driver's licenses with same address listed • Designation of beneficiary, durable property and/or health care power of attorney <p>Note: <i>If your documentation contains a language other than English, you must provide a certified translated copy.</i></p>
Child	One document required from Section B unless otherwise noted
Section B	<ul style="list-style-type: none"> - Government-Issued Birth Certificate showing employee as parent - Adopted Child: Birth Certificate, Adoption Certificate, or Placement Documentation with you named as Parent or Legal Guardian - Step-Child: Birth Certificate AND documents to verify spouse/partner (see Section A) - Legal Ward: Birth Certificate AND Court Ordered Guardianship - Adult (age 26+) Disabled Child: Birth Certificate AND Federal Tax

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Required Documentation to Submit for Each Covered Dependent	
	Return (last 2 years) claiming child - Foster Child: Foster Care Letter of Placement

Verification Tips:

- Birth certificates must be government-issued must include your name
- Only send **copies**. We do not want originals

How to Submit Documentation	
Documentation should be submitted through Workday by following these steps:	
STEP 1	Click on Menu, then under Personal click on Benefits and Pay
STEP 2	On the left-hand side click on Benefits then Dependents
STEP 3	Click Add and fill in your dependent's information
STEP 4	At the bottom of dependent screen, click on Select Files. This is where you will load your supporting documentation like a marriage certificate or birth certificate.
STEP 5	After attaching the documentation, write a description and select the Category – Dependent
STEP 6	Click Submit – repeat this step for each dependent