

Dependent Verification Requirements

Use the guide below to ensure you have the right documentation for each dependent.



Dependent verification is required when adding a new dependent to health insurance coverage, such as medical, dental, and/or vision.

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Acceptable Documentation for Each Covered Dependent

You must provide proof of dependency for each dependent you enroll in medical, dental and/or vision coverage.

Spouse	Two (2) documents required from Section A
Section A	• Government-Issued Marriage Certificate • Federal Tax Return (last 2 years) listing spouse/partner • Proof of Joint Ownership (last 6 months)
Child	One document required from Section B unless otherwise noted
Section B	• Government-Issued Birth Certificate • 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 • Disabled Child: Birth Certificate AND Federal Tax Return (last 2 years) claiming child • Foster Child: Foster Care Letter of Placement

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Verification Tips

- Birth certificates must be government-issued and include your name.
- Upload copies only – do not submit original documents.
- Verification must be completed before your enrollment window closes or your dependents will be dropped from coverage.
- This is usually 30 days for new hires and for qualifying life events, and by the end of Open Enrollment.

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How to Submit Documentation

Documentation should be submitted through Workday by following these steps:

STEP 1	Click on Menu, then under Your Profile click on Benefits.
STEP 2	On the left-hand side click on Dependents.
STEP 3	Click Add and fill in your dependent's information.
STEP 4	At the bottom of the 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.