

DOCUMENTATION REQUIREMENTS FOR INSURANCE

If enrolling a dependent on Macomb County's medical, dental and/or vision insurance please review the requirements needed to process your election.

***** Be aware there are different requirements for each type of plan *****

- **ALL forms of documentation listed below are required for each dependent being enrolled in order to determine eligibility**
- **Failure to provide the required documentation listed below to verify eligibility will result in a denial of coverage for that dependent**

DEPENDENT	DOCUMENTATION REQUIREMENTS
Spouse	<input type="checkbox"/> Marriage Certificate <i>(medical, dental & vision)</i> <input type="checkbox"/> Most current 1040 Tax Return <i>(medical, dental & vision)</i> - You may black out earnings to maintain confidentiality
Natural Child / Stepchild	<input type="checkbox"/> Birth Certificate or Hospital Birth Verification that lists name of child and parent(s) <i>(medical, dental & vision)</i>
19-26 years old Adult Dependent	<input type="checkbox"/> Birth Certificate <i>(medical, dental & vision)</i> <input type="checkbox"/> Most current 1040 Tax Return <i>(dental)</i> - You may black out earnings to maintain confidentiality
Legally Adopted Child, Child Placed for an Adoption	<input type="checkbox"/> Copy of adoption papers or amended birth certificate naming the enrollee as the parent <i>(medical, dental & vision)</i>
Court Appointed Dependent, e.g. Foster or Guardianship	<input type="checkbox"/> Court order indicating requirements to maintain healthcare coverage <i>(medical, dental & vision)</i>
Disabled Child -26 years of age & older (employee may have an additional cost)	<input type="checkbox"/> Birth Certificate that lists name of child and parent(s) <i>(medical)</i> <input type="checkbox"/> Statement of Total and Permanent Disability, completed and signed by the dependent's physician <i>(medical)</i> <input type="checkbox"/> Copy of SSD award, if applicable <i>(medical)</i> <input type="checkbox"/> Most current 1040 Tax Return showing dependent claimed <i>(medical)</i> - You may black out earnings to maintain confidentiality