



Dependent Eligibility: Who Can You Add to Medical & Dental Insurance Plans?

Make sure your dependents are eligible for insurance and that you have the appropriate documentation to show eligibility before you enroll them in any coverage.

| DEPENDENT | ELIGIBILITY FOR COVERAGE | DOCUMENTATION REQUIRED |
|--|---|---|
| Spouse | <p>Lawful spouse</p> <p>Note: common law spouses and domestic partners are ineligible</p> | <ul style="list-style-type: none"> • Most recent federal tax return if filing jointly¹ OR • Most recent federal tax return if filing separately¹ AND government-issued marriage certificate |
| Biological child | Natural born child under age 26 | <ul style="list-style-type: none"> • Government-issued birth certificate OR • Hospital-issued birth certificate/letter (for child up to two months old) |
| Stepchild | Stepchild of your current marriage | <ul style="list-style-type: none"> • Government-issued birth certificate AND • Most recent federal tax return if filing jointly¹ OR • Most recent federal tax return if filing separately¹ AND government-issued marriage certificate |
| Adopted child | Child is eligible at time of placement | <ul style="list-style-type: none"> • Certificate or decree of adoption OR • Adoption placement order |
| Foster child or a child for whom you have been granted custody or guardianship | Child is eligible at time of placement (foster child only) or when granted court custody | <ul style="list-style-type: none"> • Placement order OR • Court order granting legal custody or guardianship |
| Disabled child ² | <p>Child is age 26 years or older, unmarried, primarily supported by the employee, and incapable of self-sustaining employment by reason of mental or physical disability</p> <p>Kaiser Permanente only: approval process is determined by Kaiser Permanente</p> | <ul style="list-style-type: none"> • Government-issued birth certificate AND • Proof of continuous medical insurance coverage AND • Medical verification of disability prior to age 26 |
| Adult dependent ³ | A qualifying, non-child dependent as determined by IRS requirements (see below) | <ul style="list-style-type: none"> • Most recent federal tax return¹ • Note: documentation will be requested annually |

Important reminders for all documents:

- DO NOT SEND ORIGINALS. Send copies only to HRDocs@arlingtonva.us
- Black out all monetary amounts and account numbers on all documents. Please leave Social Security Numbers visible.
- No documents will be returned.

- 1) Please send first page of tax return showing dependents and signature/e-file confirmation pages only
- 2) Please email benefits@arlingtonva.us to initiate the medical verification process
- 3) You may either add an adult dependent **OR** a spouse. An adult dependent may be added to Cigna and Delta Dental only. To determine qualifying status, please visit <https://www.irs.gov/help/ita/whom-may-i-claim-as-a-dependent>