



Family Status Changes and Dependent Eligibility Requirements

Family Status Changes

Employees who enroll in benefit coverage cannot change or cancel their participation in the plan during the year except during an Open Enrollment period or in the event of an IRS approved life event. Open Enrollment usually occurs each October and changes are effective January 1 of the following year.

Notification of the family status change must be received by the Human Resources Department within 30 days of the qualifying event. If it is not received, no changes will be permitted to your benefits, per IRS guidelines.

Examples of a **Family Status Change** are:

- Birth of a child
- Adoption of a child
- Marriage
- Divorce
- Establishment of a Domestic Partnership
- Revocation of a Domestic Partnership
- Death
- Loss of employment
- Acquiring employment
- Changing from full-time employment to part-time employment
- Changing from part-time employment to full-time employment

Dependent Eligibility

The City of Plano defines **eligible dependent** as:

- Legal spouse (to include common law, provided such marriage is recognized by the state in which the employee resides)
- Domestic partner (individual who is 18 years of age or older, of the same or opposite gender as employee who shares a primary residence and common resources of life and has done so for the previous six consecutive months)
- A natural child
- A dependent of the employee or employee's spouse who is less than 26 years of age
- A stepchild/domestic partner's child so long as the child resides with the employee
- A legally adopted child
- A child for whom legal guardianship has been awarded to employee or employee's spouse
- Grandchild so long as a parent-child relationship exists. Child must reside in the same household as the grandparent and the relationship must be defined by one of the following:
 - Legal adoption
 - Placement for adoption
 - Legal guardianship
 - Court or administrative order
- Foster child so long as the child resides with and receives support from the employee
- An employee's child age 26 or older who is:
 - Totally disabled
 - Becomes totally disabled while covered as a dependent
 - Chiefly dependent on the employee for support and maintenance

Further information regarding the definition of an eligible dependent can be found in your Summary Plan Document.

If at any time throughout the year, you should add an eligible dependent to your health plan, you are required to provide documentation of eligibility as well as social security numbers for each dependent for whom enrollment is requested.

Documentation shall consist of at least one of the documents shown below.

- Spouse - Copy of marriage license or common law certificate filed with the state
- Domestic Partner - Completion of Application for Domestic Partnership
- Biological Child - Copy of birth certificate
- Stepchild/domestic partner's child - Copy of birth certificate that shows employee's current spouse as biological parent
- Adopted child - Copy of adoption documents
- Grandchild, foster, custodial or similar child - Copy of appropriate legal documents showing a parent child relationship exists

The Human Resources Department will periodically conduct audits of personnel files to ensure all required eligibility documentation has been provided. If your file is lacking the required eligibility documentation, you will be notified by the Human Resources Department in writing. The notification will list the dependent's name and documents that are missing as well as a deadline for which the requested information must be received. If you fail to submit the required documentation, coverage for your dependents may be terminated.