



Document Requirements for adding a Dependent to Benefits

Dependent Definition: Dependent refers to the participant's legal spouse and child(ren). The term child includes any of the following:

- A natural child
- A stepchild
- A legally adopted child
- A child placed for adoption
- A child for who legal guardianship has been awarded to the participant or the participant's legal spouse, if eligible.

Dependent children can remain covered on benefits through the end of the month in which they turn 26 years of age, regardless of student or marital status.

Required Documentation:

For Spouse:

A copy of your marriage certificate is required to cover a spouse and Human Resources must be notified within 30 days from the day of the marriage. If not, the next opportunity to add your spouse onto benefits is at the annual open enrollment period or if there is qualifying life status change event.

To enroll a spouse, we require a copy of your federal tax return confirming the dependent as a spouse, or documentation dated within the last 6 months establishing current relationship status such as a joint household bill, joint bank/credit account, joint mortgage or lease, listing you and your spouse's names or documentation dated within the last 6 months establishing current residency.

For Child(ren):

A copy of the child's birth certificate, naming you or your legal spouse as the child's parent, or appropriate court order/adoption decree naming you or your legal spouse as the child's legal guardian.

For Stepchild(ren):

Provide documentation from the "For Child(ren)" list above and a copy of a marriage certificate as proof of the dependent's relationship to the employee.

If there is a change in your or any of your dependent(s) status you must notify the Office of Human Resources within 30 days of the change. Contact Human Resources with any questions:

humanresources@adelphi.edu or 516.877.3220