



PROOF OF RELATIONSHIP REQUIREMENT FOR BENEFIT COVERAGE OF DEPENDENTS

Poudre School District provides benefit coverage for eligible employees as well as eligible dependents. PSD pays a significant portion of the cost of medical and dental coverage for employees and the employees are responsible for the dependent premium.

Effective July 1, 2016, employees who request medical, dental, life, and/or vision coverage for their dependents must provide proof of relationship confirming that the individual or individuals to be covered are eligible under the specific definitions of the plans. If a dependent was covered within the last 6 months under the PSD insurance, then employees will not be required to re-verify.

Note: Due to requirements of the Affordable Care Act, Social Security numbers are needed for dependents covered on PSD benefits.

Below is a list of acceptable documentation employees can provide to certify dependents. Documents written in a language other than English must be accompanied by a notarized English translation. Form for this purpose is available in Benefits Services. **Documents should be sent to PSD Benefits Services via email to benefits-l@psdschools.org or faxed to 970-490-3624.**

Dependent's Relationship to Employee	Required Documents – copies are acceptable
<p>Spouse – Person employee is legally married to under the laws of a state or nation. This includes common law marriage.</p>	<p>Government issued Marriage Certificate</p> <p>For common law marriage, PSD Affidavit of Common Law Marriage form, and PSD Consequences of Common Law Marriage form, and proof of joint ownership supporting documents.</p>
<p>Domestic Partner - Same gender or opposite gender individual who is at least eighteen years of age and who:</p>	<p>PSD Affidavit of Domestic Partnership form, and Declaration of Tax Status</p>

<ul style="list-style-type: none"> • Is not married to any other person (nor can the Covered Employee be married to any other person); • Is not in a domestic partnership with another person; • Is not in a civil union with another person; • Is not related to the Covered Employee by blood to a degree of closeness that would prohibit legal marriage; • Is engaged in an exclusive committed relationship with the Covered Employee; • Currently shares a residence with the Covered Employee; • Is jointly responsible with the Covered Employee for living expenses 	<p>for Domestic Partnerships form, and proof of relationship supporting documents.</p>
<p>Partner in a Civil Union - Person employee has established a civil union with pursuant to state statutes that entitle them to receive benefits and protections and be subject to the responsibilities of spouses.</p>	<p>Government issued Civil Union Certificate and PSD Declaration of Tax Status for Civil Unions document</p>
<p>Biological Child – up to age 26</p>	<p>Birth Certificate of child showing employee as a parent of the child</p>
<p>Adopted Child – up to age 26</p>	<p>Valid court order of adoption</p>
<p>Child Placed in Anticipation of Adoption – Child must be placed before turning age 18</p>	<p>Valid pre-adoption placement order issued by a licensed child placement agency</p>
<p>Stepchild or Child of Employee’s Partner – up to age 26</p>	<p>Birth Certificate of child reflecting spouse as parent, and Marriage Certificate reflecting marriage to child’s parent or</p> <p>Birth Certificate of child reflecting partner as parent, and Civil Union Certificate establishing relationship to child’s parent</p>
<p>Foster Child – up to age 26</p>	<p>Valid court assignment naming employee as foster parent</p>
<p>Child under legal guardianship – to age 26</p>	<p>Valid court order naming employee as the child’s guardian</p>