

Eligibility Definitions and Required Documents

DEPENDENT TYPE	DEFINITIONS	REQUIRED DOCUMENT(S) FOR VERIFICATION
Spouse	<p>Current legal spouse</p> <p><i>A domestic partner, civil union partner or ex-spouse is <u>not</u> an eligible dependent.</i></p>	<ul style="list-style-type: none"> ▪ Social Security number ▪ Marriage Certificate <u>AND</u> ▪ One of the following documents showing joint tenancy within the last six months: <ul style="list-style-type: none"> a) Most recent Federal Income Tax Return (1040). Include only page 1 <u>and</u> signature page (page 2 or Certificate of Electronic filing) as filed with the IRS listing the spouse. Please blackout all financial information. b) Proof that employee and spouse are both listed on a mortgage, lease, or share the rent of a home or other property (i.e. monthly bill) c) Current joint bank account statement (with all account numbers and financial information blacked out) d) Current billing statement for motor vehicle payment or other financial loan showing employee and spouse at same address e) Designation of the spouse as a primary beneficiary of the employee's life insurance or retirement benefits and listing primary residence
Biological child up to 26 years of age	A biological child up to 26 years of age	<ul style="list-style-type: none"> ▪ Social Security number <u>AND</u> ▪ Government issued Birth Certificate
Adopted child up to 26 years of age	An adopted child up to 26 years of age (legal adoption or in anticipation of a legal adoption)	<ul style="list-style-type: none"> ▪ Social Security number <u>AND</u> ▪ One of the following documents: <ul style="list-style-type: none"> a) Court documents <i>signed by a judge showing that the employee had adopted the child</i> b) International adoption papers <i>from country of adoption</i> c) Papers from the adoption agency <i>showing intent to adopt</i>
Stepchild up to 26 years of age	A stepchild up to 26 years of age, who is in a regular parent-child relationship	<ul style="list-style-type: none"> ▪ Social Security number <u>AND</u> Both of the following documents: <ul style="list-style-type: none"> ▪ Marriage Certificate <i>indicating employee's spouse is married to employee</i> ▪ Government issued Birth Certificate <i>of stepchild</i>

DEPENDENT TYPE	DEFINITIONS	REQUIRED DOCUMENT(S) FOR VERIFICATION
Child up to age 26 for whom the employee is legal guardian	A dependent child up to age 26, for whom the employee is legal guardian in accordance with the laws of the state in which they reside.	<ul style="list-style-type: none"> ▪ Social Security number <u>AND</u> Both of the following documents: <ul style="list-style-type: none"> ▪ Court documents <i>signed by a judge verifying legal custody of the child</i> ▪ Government issued Birth Certificate <i>of child</i>
Child up to age 26 who is the subject of a Qualified Medical Child Support Order	An unmarried child who is named as an alternate recipient with respect to the member under a Qualified Medical Child Support Order (QMCSO)	<ul style="list-style-type: none"> ▪ Social Security number <u>AND</u> One of the following documents: <ul style="list-style-type: none"> ▪ Court documents <i>signed by judge</i> ▪ Medical support orders <i>issued by a State agency</i>
Disabled dependent	A dependent of any age that, due to a mental or physical disability, is incapable of self-support. The disability must have begun before the child reached age 26.	You must submit the required document(s) for one of the dependent categories above, as proof that the dependent is you and your spouse's child (biological, adopted, etc.) including the Social Security number . If age 26 or over, the dependent must have previously been approved as disabled by PGCPS.

ONLINE RESOURCES TO OBTAIN DOCUMENTS

<p>Birth Certificates & Marriage Licenses*</p> <p>Maryland issued Vital Records: https://health.maryland.gov/vsa/Pages/certs.aspx</p> <p>National Database for Government Certified Vital Records: https://www.vitalchek.com</p>	<p>For children born outside of the United States*</p> <p>U.S. Department of State: http://travel.state.gov/content/passports/en/abroad/events-and-records/birth.html</p> <p>https://travel.state.gov Search on "birth abroad"</p>
--	--

Please direct all questions to Bolton via telephone or email.
We can be reached toll-free at 866-667-6612 or PGCPSverification@BoltonUSA.com
Representatives are available Monday through Friday, 8:30 a.m. – 5:00 p.m. (EST)
Your call or email is confidential.