



Your Dependent’s Supporting Documentation Requirements

When sending in forms, be sure to include the following documentation:

Dependent Type	Supporting Documentation Required
Legal Spouse*	Page 1 of the most current year’s Income Tax Form 1040 verifying marital status (please mark out any financial information). For dates of marriage in 2019 only – a copy of marriage certificate is required.
Other Eligible Person (OEP); age 26 or older	Proof of shared residence for 18 months (examples include: copy of lease/mortgage, financial documents, utility bill or other paperwork) and a copy of Driver’s License showing address same as WSU employee.
Children Under Age 26	
Children of Employee or Spouse by Birth or Adoption	Birth Certificate or adoption paperwork verifying you or your spouse as the parent.
Unmarried disabled dependent children	Birth certificate verifying you or your spouse as the child’s parent and proof of continued incapacitation of child.
Children of Employee or Spouse under legal guardianship	A copy of court documents verifying guardianship by employee or legal spouse.
Principally Supported Children (not employees children by birth or marriage) through the end of the year they reach age 19	Page 1 of the most current year’s Income Tax Form 1040 listing dependent as a deduction (please mark out any financial information).
Children 26 and Older	
Unmarried disabled dependent children	Birth certificate verifying you or your spouse as the child’s parent and proof of continued incapacitation of child (contact HR Service Center for disabled dependent form)
Other Dependents	
Sponsored Dependent; age 26 or older	Page 1 of the most current year’s Income Tax Form 1040, listing dependent as a deduction (please mark out any financial information). Please note: only Blue Care Network and Total Health Care allow Sponsored Dependents to be covered.

** If you are divorced or legally separated, your former spouse is ineligible for Wayne State University’s medical plan coverage on your medical plan.*

All applicable forms must be attached to the Benefits Enrollment/Change Form and/or the Life Status Change/Benefit Plan Termination Form. Dependents will not be enrolled or terminated if supporting documents are not included.