

Dependent Eligibility and Documentation Requirements

Relationship	Eligibility Requirements	Documentation to Submit
Legal Spouse	<ul style="list-style-type: none"> • Legal spouse of the Employee 	<p>The following document:</p> <ul style="list-style-type: none"> • Employee's most current year's filed federal income tax return Form 1040 – the first page only (financial information should be blacked out). <p><i>For marriages occurring in 2020 & 2021, only a copy of marriage certificate is required</i></p>
Other Eligible Person (OEP)	<p>A person who is:</p> <ul style="list-style-type: none"> • An adult, age 26 or older; and • Currently resides in the same residence as the employee and has done so for 18 continuous months prior to the individual's enrollment, other than as a tenant; and • Not a dependent of the employee as defined by the IRS; and • Not related by blood or marriage. 	<p>BOTH of the following documents:</p> <ul style="list-style-type: none"> • Proof of Joint Obligation (for the last 18 months) <u>Examples include:</u> <ul style="list-style-type: none"> ○ A mortgage statement; ○ Bank statement; ○ Property bill; ○ Monthly bill from a rental/lease agreement <p>AND</p> <ul style="list-style-type: none"> • Copy of Driver's License or State ID Card - must reflect the same address as WSU employee.
Children Under age 26	<ul style="list-style-type: none"> • Child(ren) by birth; • Stepchild(ren); • Legally adopted child(ren) or child(ren) placed in your home for final adoption; • Child(ren) under legal guardianship; • Child of OEP 	<p>ONE of the following documents:</p> <ul style="list-style-type: none"> • Birth certificate listing parents or adoption paperwork issued by a State or County; or • Employee's most current year's filed federal income tax return Form 1040 – the first page only listing the dependent children (financial information should be blacked out); or • Qualified Medical Child Support Order (QMCSO) which requires child support for benefit coverage; or • Court paperwork for legal guardianship.
Principally Supported Children Under age 26	<p>A child who is:</p> <ul style="list-style-type: none"> • Not the employee's child by birth or marriage; and • Related to the employee by blood or marriage; and • Claimed as a dependent of the employee on their most recent income tax return. 	<p>The following document:</p> <ul style="list-style-type: none"> • Employee's most current year's filed federal income tax return Form 1040 – the first page only (financial information should be blacked out).
Disabled Children Over age 26	<ul style="list-style-type: none"> • An unmarried child who became disabled before reaching age 26 and is incapable of self-sustaining employment by reason of mental or physical handicap. 	<p>BOTH of the following documents:</p> <ul style="list-style-type: none"> • The required documentation for a child UNDER age 26 listed above; AND • Any documentation verifying a permanent disability that began before the child attained age 26.
Sponsored Dependent Over 26	<p>An adult who is:</p> <ul style="list-style-type: none"> • Dependent on the employee's financial support; and • Claimed as a dependent of the employee on their most recent income tax return; and • Resides with the employee permanently. 	<p>The following document:</p> <ul style="list-style-type: none"> • Employee's most current year's filed federal income tax return Form 1040 – the first page only (financial information should be blacked out).