

# Eligibility

## Who is eligible to be a dependent?

- + Legal spouse, including civil union and common law.
- + Employee's or spouse's married or unmarried child(ren) until the end of the month in which their 26th birthday occurs or medically certified disabled child(ren) of any age. Children include your natural or legally adopted child, stepchild, or a child who is less than 26 and has been placed under your legal guardianship.

## Timeframes

Documentation of dependency must be provided within the following timeframes:

- + Within 31 days of benefits eligibility;
- + During the annual Open Enrollment period; or
- + Within 31 days of all changes related qualifying events.

## Documentation



### Legal Spouse

Registered copy of marriage certificate, or common-law marriage affidavit, or registered copy of civil union certificate.



### Child(ren)

The child's birth or adoption certificate, naming you or your spouse as the child's parent, or appropriate custody or allocation of parental responsibility documents naming you or your spouse as the responsible party to provide insurance for the child.

## Qualifying events

Qualifying events are the only opportunities to make changes to your benefit elections outside of annual Open Enrollment, and include, but are not limited to:

A marriage, common-law marriage, civil union, divorce, or legal separation.

The death of a spouse or other dependent.

The birth or adoption of a child.

You or your spouse experiencing a change in work hours that affects benefits eligibility.

Loss or gain of a spouse's coverage through their employer.

**Changing your benefit elections related to these events must be completed within 31 days of the event.**