

Educational Service Center of Lorain County
VERIFICATION OF DEPENDENT ELIGIBILITY
DEFINITIONS AND REQUIRED DOCUMENTS May, 2020

TYPE OF DEPENDENT	DEFINITION	DOCUMENTS REQUIRED FOR VERIFICATION
Spouse ***	A person to whom the employee is legally married	Page 1 and the signed and dated signature page of the employee's prior year Federal Income Tax Return (1040, 1040A, or 1040EZ) listing the spouse's name and marked either <i>married filing jointly</i> or <i>married filing separately</i> ; <u>OR</u>
		Page 1 and Certificate of Electronic Filing (must show as accepted) of the employee's prior year Federal Income Tax Return (1040, 1040A, or 1040EZ) listing the spouse's name and marked either <i>married filing jointly</i> or <i>married filing separately</i> ; <u>OR</u>
		Marriage certificate <u>AND</u> one of the following: <ul style="list-style-type: none"> • Proof that employee and spouse own or rent a home or apartment • One of the following documents dated within the last 60 days that displays the name of both the employee and the spouse, as well as the home mailing address: <ul style="list-style-type: none"> ○ A recurring monthly household bill/utility bill ○ A statement for a jointly-owned bank or financial account ○ A statement for a jointly-held loan or debt obligation
		If married during the current calendar year, a marriage certificate is acceptable proof of eligibility
Natural (biological) child under age 26	A natural (biological) child	The child's birth certificate; <u>OR</u>
Adopted child under age 26	A child the employee has adopted or is in the process of legally adopting	Consular Report of Birth Abroad of a Citizen of the United States
		Court documents signed by a judge showing that the employee has adopted; <u>OR</u> International adoption papers from the country of adoption; <u>OR</u> Papers from the adoption agency showing intent to adopt
Stepchild under age 26	A stepchild	Verification of marriage between employee and spouse and birth certificate of the child; <u>OR</u>
		A legal document that establishes the relationship between the stepchild and the spouse of the employee
Child for whom the employee is a legal guardian	A child for whom the employee is a legal guardian	A legal document that establishes guardianship
Child for whom the healthcare insurance plan has received a Qualified Medical Child Support Order	A child who is named as an alternate recipient with respect to the employee under a Qualified Medical Child Support Order (QMCSO)	Court documents signed by a judge; <u>OR</u>
		Medical support orders issued by a state agency
Disabled dependent	A dependent of any age, who falls under one of the categories previously listed, and due to a mental or physical disability, is unable to earn a living.	Documentation provided by the insurance carrier at the time incapacitation was determined.

PLEASE Present ORIGINAL DOCUMENTS for review

Tax Return Photocopy accepted. PLEASE BLACK OUT ALL SOCIAL SECURITY NUMBERS, INCOME & PERSONAL FINANCIAL INFORMATION
Direct questions and requests for more information to Angela Dotson at (440) 324-5777 x1125.