

Employee Benefits Division Policy Memo

Number: Policy Memo #139

Date Issued: June 22, 2010

Subject: Dependent Proof

ISSUE : Determine the documentation necessary to adequately establish dependent eligibility before adding a new dependent to NYSHIP and before adding a dependent who previously was enrolled in NYSHIP.

Prior to the issuance of this Policy Memo, the Employee Benefits Division (EBD) did not require current documentation to verify eligibility when adding a dependent to NYSHIP. In addition, EBD did not require current documentation to verify eligibility when adding a dependent who previously was enrolled in NYSHIP. The recently conducted Dependent Eligibility Verification project required that all dependents' eligibility be verified on a current basis with current documentation. As a result, NYSHIP dependent records presently show that only those currently eligible for coverage are enrolled. To prevent the extension of coverage to ineligible dependents going forward, the Department will establish a dependent eligibility documentation policy that is consistent with the documentation that was required during the Dependent Eligibility Project.

Require that all dependents' eligibility be verified on a current basis with current documentation before enrolling a dependent in NYSHIP, regardless of whether the dependent was covered previously under NYSHIP.

Spouse	Domestic Partner	Child under age 19 (or 21 for PBA)	Child under age 19 (or 21 for PBA)
1. Copy of Birth Certificate	1. Copy of Birth Certificate	1. Copy of Birth Certificate	1. Copy of Birth Certificate
2. Copy of Social Security Card (Copy of Medicare Card if applicable).	2. Copy of Social Security Card (Copy of Medicare Card if applicable).	2. Copy of Social Security Card	2. Copy of Social Security Card (Copy of Medicare Card if applicable).
3. Copy of Marriage Certificate (if marriage took place more than one year ago-see #4 below).	3. Completed PS425 Domestic Partner application and acceptable proof as defined in the application.	3. For Relationship of 'Other', a completed PS457 Statement of Dependence is required along with acceptable proof as defined in the PS 457.	3. Proof of student's full time student status, or: Approved Medical Leave of Absence documentation Granted by the School or Doctor, or: Approved PS 451 Statement of Disability Form.
4. For marriages that took place more than one year ago, Proof of current joint ownership/joint financial obligation is required (ie: prior year's tax return) If tax document is not provided. a current bank statement, mortgage statement or homeowners policy may be provided			4. For Relationship of 'Other', a completed PS457 Statement of Dependence is required along with acceptable proof as defined in the PS 457.

If any of the above documentation can not be provided or if you have questions concerning acceptable documentation, please contact your processor in the Employee Benefits Division for assistance.

This policy will be effective as of the issuance of this Policy Memo.