

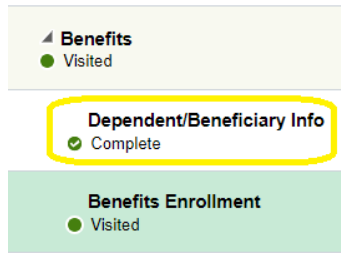
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## HOW DO I CERTIFY MY DEPENDENTS?

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Dependent verification is required to ensure the Consolidated Communications healthcare plan remains in compliance with Plan documents, Employee Retirement Income Security Act and the Affordable Care Act.

**STEP 1:** Add the dependent(s) you wish to enroll in your healthcare coverage at the Dependent/Beneficiary Info step in PeopleSoft > Employee Self Service > Benefit Details > Life Events or Benefits Enrollment:



**STEP 2:** When you add your dependent, you will find the list of documents required to verify that particular dependent type.

**NOTE:** If you are adding a spouse or child just as a beneficiary (for life insurance), you do not need to upload the documentation listed. Please contact your Benefits Representative for assistance.

### **DOCUMENTATION REQUIREMENTS TO UPLOAD:**

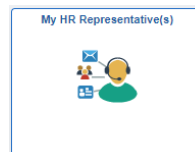
- **Spouse:**
  1. Proof of Marriage: State issued marriage license, marriage certificate or government recognized marriage certificate that includes the date of your marriage (church issued certificates will not be accepted); and
  2. Document proving joint ownership (if married for over one year):
    - Federal Tax Return that shows your dependents (state tax returns will not be accepted); only send the first page of your prior year
      - Black out all monetary amounts appearing on the Federal Tax Return (i.e., Form 1040)
    - OR**
    - Mortgage Statement, Credit Card Statement, Bank Statement or Leasing Agreement listing both parties' names as co-owners. The joint ownership may be established prior to the current year, however the statement provided must be issued within the last six months.
- **Dependent Child:**
  1. Birth Certificate: State issued birth certificate that includes the parent names (hospital issued certificates will not be accepted)

See pages 2-3 for the full list of eligibility and documents required.

**STEP 3:** Upload all the necessary documents on the Dependent/Beneficiary Info step of the enrollment process

Questions?

**E-mail:** Send to your benefits representative provided in [PeopleSoft](#) > Employee Self-Service > My HR Representatives > Group > Benefits



<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Legal Spouse</p>	<p><b>Eligibility Requirements:</b></p> <ul style="list-style-type: none"> <li>• The covered employee's husband or wife as defined by Federal law</li> <li>• Age: N/A</li> </ul> <p><b>Document Options for verifying eligibility:</b></p> <ul style="list-style-type: none"> <li>• State Issued Marriage Certificate</li> <li>• Document proving joint ownership (if married over 1 year): Federal tax return, mortgage statement, credit card statement, banking statement or leasing agreement (must list both parties' names)</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Common Law Spouse</p>	<p><b>Eligibility Requirements:</b></p> <ul style="list-style-type: none"> <li>• Must have Common Law Affidavit and/or state approved certificate of common-law marriage</li> <li>• Only allowable in the following common law states, according to the criteria listed below: <ul style="list-style-type: none"> <li>○ Alabama (if created before 01/01/2017)</li> <li>○ Colorado</li> <li>○ Georgia (If created before 1/1/97)</li> <li>○ Idaho (if created before 1/1/96)</li> <li>○ Iowa</li> <li>○ Kansas</li> <li>○ Montana</li> <li>○ New Hampshire (for inheritance purposes only)</li> <li>○ Ohio (if created before 10/10/91)</li> <li>○ Pennsylvania (if created before 1/1/05)</li> <li>○ Rhode Island</li> <li>○ South Carolina</li> <li>○ Texas</li> <li>○ Utah</li> <li>○ Washington, DC</li> </ul> </li> </ul> <p><b>Document Options for verifying eligibility:</b></p> <ul style="list-style-type: none"> <li>• Affidavit of Common Law Marriage and Proof of Joint Ownership Issued within last 12 months</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Biological Child</p>	<p><b>Eligibility Requirements:</b></p> <ul style="list-style-type: none"> <li>• Age 0-26</li> </ul> <p><b>Document Options for verifying eligibility:</b></p> <ul style="list-style-type: none"> <li>• State Issued Birth Certificate</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Disabled Biological Child</p>	<p><b>Eligibility Requirements:</b></p> <ul style="list-style-type: none"> <li>• Age 26+</li> <li>• Must be unmarried</li> <li>• Must be medically certified as disabled</li> </ul> <p><b>Document Options for verifying eligibility:</b></p> <ul style="list-style-type: none"> <li>• State Issued Birth Certificate</li> <li>• Proof of Disability</li> </ul>

Adopted Child	<p><b>Eligibility Requirements:</b></p> <ul style="list-style-type: none"> <li>• Age 0-26</li> </ul> <p><b>Document Options for verifying eligibility:</b></p> <ul style="list-style-type: none"> <li>• Adoption Certificate or Adoption Placement Agreement and Petition for Adoption</li> </ul>
Disabled Adopted Child	<p><b>Eligibility Requirements:</b></p> <ul style="list-style-type: none"> <li>• Age 26+</li> <li>• Must be unmarried</li> <li>• Must be medically certified as disabled</li> </ul> <p><b>Document Options for verifying eligibility:</b></p> <ul style="list-style-type: none"> <li>• Adoption Certificate</li> <li>• Proof of Disability</li> </ul>
Step – Child	<p><b>Eligibility Requirements:</b></p> <ul style="list-style-type: none"> <li>• Age 0-26</li> </ul> <p><b>Document Options for verifying eligibility:</b></p> <ul style="list-style-type: none"> <li>• State Issued Birth Certificate</li> <li>• State Issued Marriage Certificate (for child’s parent &amp; employee)</li> <li>• Document proving joint ownership for child’s parent &amp; employee (if married over 1 year): Federal tax return, mortgage statement, credit card statement, banking statement or leasing agreement (must list both parties’ names)</li> </ul>
Disabled Step – Child	<p><b>Eligibility Requirements:</b></p> <ul style="list-style-type: none"> <li>• Age 26+</li> <li>• Must be unmarried</li> <li>• Must be medically certified as disabled</li> </ul> <p><b>Document Options for verifying eligibility:</b></p> <ul style="list-style-type: none"> <li>• State Issued Birth Certificate</li> <li>• Proof of Disability</li> <li>• State Issued Marriage Certificate (for child’s parent &amp; employee)</li> <li>• Document proving joint ownership for child’s parent &amp; employee (if married over 1 year): Federal tax return, mortgage statement, credit card statement, banking statement or leasing agreement (must list both parties’ names)</li> </ul>
Legal Ward	<p><b>Eligibility Requirements:</b></p> <ul style="list-style-type: none"> <li>• Age 0-26</li> </ul> <p><b>Document Options for verifying eligibility:</b></p> <ul style="list-style-type: none"> <li>• State Issued Birth Certificate</li> <li>• Court Ordered Documentation of Legal Guardianship</li> </ul>
Disabled Legal Ward	<p><b>Eligibility Requirements:</b></p> <ul style="list-style-type: none"> <li>• Age 26+</li> <li>• Must be unmarried</li> <li>• Must be medically certified as disabled</li> </ul> <p><b>Document Options for verifying eligibility:</b></p> <ul style="list-style-type: none"> <li>• State Issued Birth Certificate</li> <li>• Proof of Custody</li> <li>• Proof of Disability</li> </ul>