



## **DEPENDENT VERIFICATION REQUIRED FOR CEBCO BENEFIT PLANS**

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**As a new employee or enrollee in the Union County group health, dental, and/or vision insurance program(s) you will be required to verify the eligibility of your dependents for coverage.**

Verification must be received within 30 days of your coverage effective date. Failure to provide the required documents in a timely manner will result in termination of coverage for the dependent(s), in accordance with the County's group insurance plan requirements.

**SUBMIT VERIFICATION DOCUMENTS TO**  
Union County Human Resources Dept.

### **Dependent Eligibility Verification Requirements**

Employees with dependents to be included under their County insurance coverage are required to provide proof of eligibility. A list of acceptable documents is shown below. Employees with questions should contact Human Resources for any questions or concerns regarding the requirements.

#### **Resources Contact Human Resources**

Ginger Yonak, HR Director, 937-645-3008  
Mackenzie Fisher, HR Assistant, 937-645-3106  
Email: [HR@unioncountyohio.gov](mailto:HR@unioncountyohio.gov)

Documents can be submitted by:

#### **Mail**

**Union County Commissioners, Attn: HR Dept.  
233 West Sixth Street  
Marysville, OH 43040**

#### **Fax**

**937-645-3072**

#### **Email:**

[HR@unioncountyohio.gov](mailto:HR@unioncountyohio.gov)



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Dependents eligible to participate in the insurance plans along with the documents required to verify the dependent's eligibility are as follows:

Eligible Dependents and Document Requirements	
<b>Eligible Dependent Spouses</b>	
<i>Two documents required, one from Section A and one from Section B</i>	
<b>Section A</b>	<b>Section B</b> <i>(Section B document not required if married in past 12 months)</i>
Government-Issued Marriage Certificate including date of marriage	Federal Tax Return within last 2 years listing your spouse
Notarized Affidavit of Common Law Marriage	Proof of Joint Ownership issued within the last 6 months
<b>Eligible Dependent Children</b>	
<b>Dependent Type</b>	<b>Documents Required</b>
Biological Child [BC]	Government-Issued Birth Certificate
Adopted Child [AC]	Government-Issued Birth Certificate or Adoption Certificate or Placement Agreement
Step-Child [SC]	Government-Issued Birth Certificate AND both documents to verify Spouse
Legal Ward [LW]	Government-Issued Birth Certificate AND Court Ordered Document of Guardianship
Disabled Child [DBC, DAC, DSC, DLW] <i>(Note: Disabled Adopted Child cannot verify with a placement agreement or petition)</i>	Documentation listed above AND Federal Tax Return within last 2 years claiming child
<b>Alternate Documentation</b>	
<b>Document Type</b>	<b>Alternate Option</b>
Government-Issued Marriage Certificate (GIMC)	A copy of the spouse's naturalization document or immigration document indicating a "married" status, AND an additional POJ if married 12 months or more.
<b>Proofs of Joint Ownership</b>	
Mortgage statement	Credit card statement (includes: department stores; and care credit)
Bank statement (bank account verification letter showing active status)	Property tax
Active lease agreement	Current-year state tax return listing spouse/partner
Homeowners Insurance	Current-year mortgage interest/mortgage insurance
Renters Insurance	Warranty deed
State Tax Return (within 1 year)	Auto loans
	Current-year federal tax return listing the spouse/dependent as a dependent