

# Dependent Eligibility Required Documentation

For each covered dependent, mail a copy of the eligibility documents listed below. Do **not** mail original documents, as they will be destroyed. **Documents should be mailed to SPE Benefits Center, P.O. Box 617907, Chicago, IL.**

You can contact SPE Benefits Center approximately 3-4 days after you've mailed documentation to verify receipt.

At least **two** forms of documentation are required for most dependents. Keep the following in mind when sending your information:

- Please black out Social Security numbers if they appear on any of your documentation.
- If submitting tax returns, only include the first page. Please black out any financial information.
- When submitting bill or account statements, please black out any account numbers.

## Eligible Dependents Definitions

Your dependents are eligible if they are your:

- Legally married spouse or qualifying domestic partner
- Children up to 26 years of age who are your natural-born children, stepchildren, legally adopted children, foster children, or children of your legally married spouse or qualifying domestic partner (provided that for stepchildren or children of qualifying domestic partner you furnish more than half of their support), regardless of full-time student status, through the end of the month in which your child attains age 26.
- Children of any age who become physically or mentally disabled by age 26 and depend on you for financial support (validation of disability required)
- Children for whom you are required to provide coverage under a qualified medical child support order ("QMCSO"). Please note that a copy of the Plan's QMCSO procedures is available at no charge from the Plan Administrator.

Your qualifying domestic partner, to whom you are not legally married or have not entered into a lawful civil union in the state in which you reside, is eligible if you have completed an online affidavit of spousal equivalency and:

- You are each other's sole co-dependent, emotionally committed to each other for mutual care and support;
- You share the same principal residence for a full six months or more;
- You are responsible for each other's financial welfare and basic living expenses (financially interdependent);
- Neither of you is married to someone else or is a member of another domestic partnership with someone else;
- You are not related by blood in a way that would prevent marriage in California (or under applicable law in effect in the state in which you reside);
- You both are at least 18 years of age;
- You both are mentally capable of consenting to contract under the laws of the state in which you reside; or
- You are the same sex or, in the case of an opposite-sex partnership, one or both are over age 62 and meet the eligibility criteria for Medicare benefits, and both have a valid Declaration of domestic Partnership on file with the Secretary of California (if applicable)

Dependent	Preferred Documentation	Acceptable Documentation (if preferred documentation is not available)
Spouse	<ul style="list-style-type: none"> <li>• Marriage license, or</li> <li>• Church/justice of the peace marriage certificate</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>• Documentation of joint ownership of residence, or</li> <li>• Joint tenants on lease of residence</li> </ul>	<ul style="list-style-type: none"> <li>• Marriage license, or</li> <li>• Church/justice of the peace marriage certificate</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>• Most recent joint federal or state tax return if filing jointly, or</li> <li>• Both spouses' federal or state tax returns if married, but filing separately, or</li> <li>• Copy of tax confirmation notice(s) if filed online</li> </ul>
Qualifying Domestic Partner	<ul style="list-style-type: none"> <li>• Registered Domestic Partner (RDP) document with state or local government agency, or</li> <li>• Domestic Partner Affidavit</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>• Documentation of joint ownership of residence, or</li> <li>• Joint tenants on lease of residence</li> </ul>	N/A
Child under age 26	<ul style="list-style-type: none"> <li>• Birth certificate for biological children, including [employee] listed as parent, or</li> <li>• Court papers for adopted children or children placed for adoption, or</li> <li>• Court papers demonstrating legal guardianship or custodianship for court-appointed children</li> </ul> <p><b>And</b></p> <p>Documented proof of age (<b>only</b> if documents above don't include birth date), such as:</p> <ul style="list-style-type: none"> <li>• Child's driver's license or other government record</li> <li>• Federal or state tax return of [employee] or child</li> <li>• Qualified Medical Child Support Order (QMCSO)</li> </ul>	<p>For children under 6 months old only:</p> <ul style="list-style-type: none"> <li>• Documentation on hospital letterhead indicating birth date of child, including [employee] listed as parent</li> </ul>

<p>Child of qualifying domestic partner under age 26</p>	<ul style="list-style-type: none"> <li>• Birth certificate for biological children, including domestic partner listed as parent, or</li> <li>• Court papers for adopted children or children placed for adoption, or</li> <li>• Court papers demonstrating legal guardianship or custodianship for court-appointed children</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>• Registered Domestic Partner (RDP) registration with state or local government agency, or</li> <li>• Domestic Partner Affidavit</li> </ul> <p><b>And</b></p> <p>Proof of the child’s residency, such as:</p> <ul style="list-style-type: none"> <li>• School records, or</li> <li>• Child’s driver’s license or other government record, or</li> <li>• Address on bill or statement</li> </ul>	<p>In lieu of a birth certificate for children under 6 months only:</p> <ul style="list-style-type: none"> <li>• Documentation on hospital letterhead indicating the birth date of the child, including domestic partner listed as parent.</li> </ul>
<p>Stepchild under age 26</p>	<ul style="list-style-type: none"> <li>• Birth certificate showing the stepchild’s relationship to your spouse, or</li> <li>• Court papers for adopted children or children placed for adoption, showing the stepchild’s relationship to your spouse, or</li> <li>• Court papers demonstrating legal guardianship or custodianship for court-appointed children showing the stepchild’s relationship to your spouse</li> </ul> <p><b>And</b></p> <p>Documented proof of age (<b>only</b> if documents above don’t include birth date), such as:</p> <ul style="list-style-type: none"> <li>• Stepchild’s driver’s license or other government record</li> <li>• Federal or state tax return of [employee] or stepchild</li> </ul> <p><b>And</b></p> <p>Documentation showing your relationship to the stepchild’s parent, such as:</p> <ul style="list-style-type: none"> <li>• Marriage license, or</li> <li>• Church/justice of the peace marriage certificate</li> </ul> <p><b>And</b></p> <p>Proof of the child’s residency, such as:</p> <ul style="list-style-type: none"> <li>• Federal or state tax return of [employee] or stepchild</li> <li>• School records reflecting the employee’s address</li> <li>• Stepchild’s driver’s license or other government records</li> </ul>	<p>In lieu of birth certificate for stepchildren under 6 months old only:</p> <ul style="list-style-type: none"> <li>• Documentation on hospital letterhead indicating birth date of stepchild, and showing your spouse as the stepchild’s parent</li> </ul> <p><b>And</b></p> <p>In lieu of a marriage license:</p> <ul style="list-style-type: none"> <li>• Documentation of joint ownership of residence, or</li> <li>• Joint tenants on lease of residence</li> </ul>