

Duquesne University

Spouse and Dependent Children Eligibility Requirements

The individuals listed below are eligible for the Duquesne University benefits plan. Employees are responsible for providing accurate and timely documentation to maintain coverage for all eligible dependents. Any employee concealing, deceiving, or misrepresenting information will be subject to disciplinary action up to and including termination of benefits, termination of employment, and/or prosecution. Any claims paid for ineligible dependents will require restitution. Documents generated outside of the United States and not in English must be translated and certified by the translator.

Marriage certificates are available from the county courthouse that issued the original certificate. A list of Pennsylvania County Courthouses can be found at www.health.state.pa.us under Health Statistics and Vital Records.

For Pennsylvania births, birth certificates are available from the PA Department of Health, Division of Vital Records and can be requested by fax, mail or online at www.health.state.pa.us. The fee for this service is \$10.00. Many states allow you to order a new birth certificate from their website. Access to other state websites can be linked through www.health.state.pa.us.

- **Legal spouse** as defined by the Commonwealth of Pennsylvania. Employees will be required to provide a copy of a certified marriage certificate.
- **Dependent Child(ren)** are defined as any of the employee's unmarried children under the age of 19 years, for whom the employee provides primary support and maintenance, and are claimed as a dependent on IRS tax submissions within the meaning of the IRS Code Section 152(a) including:
 - Natural child. Employees will be required to provide a copy of the front and back of the child's certified birth certificate with parent names issued from the Department of Vital Statistics. If applicable a complete copy of divorce decree, parenting plan, and child support order may also be required.
 - Stepchild who lives with you. Employees will be required to provide a copy of the front and back of the child's certified birth certificate with parent names issued from the Department of Vital Statistics, a copy of certified marriage certificate, and a complete copy of the appropriate divorce decree, parenting plan, and child support order.
 - Legally adopted child or child placed in anticipation for adoption who lives with you (the term placed for adoption means the assumption and retention by the employee of a legal obligation for total or partial support of the child in anticipation of adoption of the child and the child must be available for adoption and the legal adoption process must have commenced). Employees will be required to provide a copy of the court order specifying legal custody or a copy of the certified adoption papers, or a copy of the court order specifying legal custody, and a certified copy of the front and back of the revised birth certificate issued from the Department of Vital Statistics.

- Child who qualifies for benefits under a Qualified Medical Child Support Order. Employees will be required to provide a copy of the Support Order.
- Child for whom you have legal guardianship under a court order and the child lives with you. Employees will be required to provide a copy of the court order.
- ***Unmarried dependent children ages 19 through 25*** if they are not employed full time, are dependent chiefly on employee for support and maintenance and is claimed as a dependent on IRS tax forms under the IRS Code 152(a), and attend an accredited college, university, technical trade, or mechanical school on a full-time basis (as determined by the school). School vacation periods during any calendar year that interrupt but do not terminate a continuous course of study will be considered school attendance for those individuals who attend school on a full time basis. Employees will be required to provide a copy of child's certified birth certificate with parent names. A signed statement from the registrar is required a minimum of once per year.
- ***Unmarried dependent children over the age of 19*** who, as evaluated by a physician, is incapable of self-support due to permanent or continuing mental or physical impairment and incapable of self-sustaining employment or self-sufficiency as a result of that impairment; provided coverage under the Plan commenced prior to the child's attainment of age 19; and dependent chiefly on employee for support and maintenance and is claimed as a dependent on IRS tax forms under the IRS Code 152(a). Employees will be required to provide a copy of child's certified birth certificate with parent names. Completion of medical verification form is required.