



MEMORANDUM

Human Resources Department

Date: April 17, 2009

To: All Benefits Eligible Employees

From: Human Resources
Employee Benefits

Re: **Dependent Eligibility and Audit – As Revised**

Definition of Dependent Eligibility

The definition of eligibility reads, "A dependent child is insurable up to the age of twenty-five (25). To qualify the dependent child must be unmarried and listed on the employee's Federal Form 1040 as a qualified dependent or is a full-time student for at least six months during the year of coverage and is primarily reliant upon his or her parent(s) for financial support. A dependent child will continue to be eligible beyond age twenty-five (25) provided he/she is incapable of self-sustaining employment by reason of mental retardation or physical disability and is chiefly dependent upon the employee or enrolled domestic partner for support and maintenance. Restrictions may be placed on dependent coverage by an insurance carrier if the dependent is not living within the carrier's defined service area. At any time, an employee may be requested to document dependent status."

Dependent Audits

County employees who insure dependent(s) through a Pima County benefits plan may be asked to present to Human Resources, either in-person, fax or by mail, a signed Dependent Audit Validation Form (original) and copies of documentation that verifies the eligibility of your enrolled dependent(s) and/or domestic partner and eligible child(ren) of your domestic partner. Annual eligibility audits will be conducted and employees may be required to produce documentation to verify that covered dependents remain eligible. In order to verify dependent eligibility, employees will be required to provide documentation to verify eligibility. Such documentation may include but is not limited to:

- Marriage License (recorded)
- Birth Certificate
- Tax Returns (most recent year)
- Court documents
- Proof of dependent student status
- Driver's License (to support joint address)
- Bill or other financial documents that support dependent eligibility
- Verification that the Domestic partner and/or children of domestic partner all reside at the same address.

Please note that insuring individuals that are not eligible dependents is a violation of Pima County Personnel Policy 7-122. Therefore, if it is determined that someone you enrolled is not an eligible dependent you may be required to repay the County for any associated premiums and the insurance carrier for any paid claims.

If you have any immediate questions, please contact the Benefits Staff at 740-8464.