

Employee Benefits Division Policy Memo

Number: Policy Memo 139r1
Date Revised: September 2, 2016
Subject: Required Dependent Proofs

PURPOSE

Identify the documentation that must be collected as proof of eligibility before adding a dependent to NYSHIP.

BACKGROUND

To prevent the extension of coverage to ineligible dependents, this policy memo confirms the documents that enrollees must present to add dependents to NYSHIP coverage.

POLICY

Require that all dependents' eligibility be verified prior to NYSHIP enrollment. The Department of Civil Service may also periodically request dependent eligibility be verified on an ongoing basis. This documentation must be provided even if a dependent was previously covered under NYSHIP.

The date of request and date of event dictate the effective date of coverage. When an employee submits a signed PS-404, the employee's signature date is considered the "date of request." From the date of request, the employee has 30 days to provide the appropriate dependent proofs to the HBA or the Business Services Center in order for the transaction to be processed.

If the enrollee does not provide required proofs within 30 days, he or she will be required to submit a new PS-404 and the dependent will be subject to late enrollment. Requests for exceptions to this policy should be forwarded to the Employee Benefits Division for consideration.

Newborn Children Exception: A newborn child should be added to the plan immediately upon submission of a signed PS-404, even if proofs are not available. The HBA or Business Services Center must then follow up with the enrollee to obtain required proofs once available. For all other dependents, the dependent may not be added until proofs are given to the HBA or Business Services Center.

If any documentation cannot be provided, please contact the Employee Benefits Division for assistance.

Please see the table below for required proofs for all dependent types.

Summary of NYSHIP Required Proofs			
Spouse	Domestic Partner	Child	Other Children*
Copy of Birth Certificate			
Social Security Number**			
Medicare Claim Number (if enrolled in Medicare)			
Copy of Marriage Certificate	Completed PS-425, Domestic Partner Application		Completed PS-457, Statement of Dependence and required proofs
		<u>For Disabled Dependents Age 26 or older:</u> PS-451 Statement of Disability	
<u>For Military Extension:****</u> Copy of DD-214 and proof of full time student status			
<u>Age 19 - 25 for Dental and Vision only:</u> Proof of full time student status			
Proof of joint financial obligation from within last year*** (i.e. tax return, bank account statement)	Other required proofs listed in PS-425		

* An 'other' child is defined as any child other than the enrollee's own child, adopted or stepchild, or the child of the enrollee's domestic partner. For such a dependent to be eligible, the child must reside permanently in the enrollee's home and receive more than 50 percent of his or her support from the enrollee. See Policy Memo 88 for more information.

** Enrollees do not need to provide a copy of their dependents' Social Security card. For federal reporting purposes, however, enrollees must provide their dependents' Social Security number.

*** This proof must contain the names of the enrollee and the spouse. This requirement is waived for marriages occurring less than one year ago.

**** Dependent children who served in the military from age 19 to age 25 may be eligible for an extension of coverage. See the General Information Book for more details.