

Central Michigan University

Verification Process Chart

Relationship	Documentation
Working Spouse/Other Eligible Individual (OEI)	Medical Coverage Affidavit: Applies to Staff, Fixed Term Faculty, Medical Faculty and Post-Doctoral Research Fellows <u>only, regardless of employment status</u> . Does not apply to Regular Faculty.
Legal Spouse	Standard Document: Marriage certificate or appropriately executed marriage license (recognized legal jurisdiction) + 1 <i>Joint Document</i> + <i>Medical Coverage Affidavit</i> (if applicable) **Joint documentation is an item addressed to both parties and dated within the last 6 months. Examples of Acceptable Joint Documentation: Federal Tax form, utility bill, mortgage statement, auto or home insurance statement, property tax statement, bank statement, car loan, auto registration
Other Eligible Individuals ("OEI")	Standard Document: 1 <i>Joint Document</i> OR 2 <i>Additional Acceptable Documents</i> + <i>Medical Coverage Affidavit</i> (if applicable) **Joint documentation is an item addressed to both parties and dated within the last 90 days. Examples of Acceptable Joint Documentation: Utility bill, mortgage statement, auto or home insurance statement, property tax statement, bank statement, car loan, auto registration OR Additional Acceptable Documents (must provide both): Document with matching address of the employee (example: driver's license, pay stub, etc.) AND designation of OEI as beneficiary to employee life insurance, retirement, HSA, or other investments
Not Allowed	Common Law Spouse Ex-Spouse: Request a copy of the final divorce decree Legally Separated: Request a copy of the legal separation court document
Child Relationship(s)	Coverage terminates at the end of the year of the calendar year the child turns age 26
Natural/Adopted child	Standard Document: Birth certificate + court document (if applicable)
Stepchild	Standard Document: Birth certificate or court document & confirm eligibility of the spouse
Foster child	Standard Document: Foster care papers
Child of an Other Eligible Individual	Standard Document: Birth certificate or court document & confirm eligibility of the OEI
Child placed for adoption	Standard Document: Birth certificate + court document
Legal Guardianship	Standard Document: Court document assigning minor child to employee and/or spouse/OEI Questions (age 18 to 26) - Does this dependent live with the employee? - Is this dependent the employee's tax code dependent?
Grandchild	This relationship is only allowed if the employee has legal guardianship over the dependent.
Acceptable Court Documents	
- Child Support Order - Paternity Test - Petition for Adoption - Court Approved Adoption Papers - Adoption Placement Agreement	- Divorce Decree - Court Awarded Custody or Guardianship Papers - Foster Care Papers - State Affidavit of Parentage or Paternity