

# Central Michigan University

## Verification Process Chart

Relationship	Documentation
Working Spouse/Other Eligible Individual (OEI)	<b>Medical Coverage Affidavit:</b> Applies to Staff, Fixed Term Faculty, Medical Faculty and Post-Doctoral Research Fellows <u>only, regardless of employment status.</u> <b>Does not</b> apply to Regular Faculty.
Legal Spouse	<p><b>Standard Document:</b> Marriage certificate or appropriately executed marriage license (recognized legal jurisdiction) + 1 <i>Joint Document</i> + <i>Medical Coverage Affidavit</i> (if applicable)</p> <p>**Joint documentation is an item addressed to both parties and dated within the last 6 months.</p> <p><b>Examples of Acceptable Joint Documentation:</b> 2020/2021 Federal Tax form, utility bill, mortgage statement, auto or home insurance statement, property tax statement, bank statement, car loan, auto registration</p>
Other Eligible Individuals ("OEI")	<p><b>Standard Document:</b> 1 <i>Joint Document</i> OR 2 <i>Additional Acceptable Documents</i> + <i>Medical Coverage Affidavit</i> (if applicable)</p> <p>**Joint documentation is an item addressed to both parties and dated within the last 6 months.</p> <p><b>Examples of Acceptable Joint Documentation:</b> Utility bill, mortgage statement, auto or home insurance statement, property tax statement, bank statement, car loan, auto registration OR</p> <p><b>Additional Acceptable Documents (must provide both):</b> Document with matching address of the employee (example: driver's license, pay stub, etc.) <b>AND</b> designation of OEI as beneficiary to employee life insurance, retirement, HSA, or other investments</p>
Not Allowed	<p><b>Common Law Spouse</b></p> <p><b>Ex-Spouse: Request a copy of the final divorce decree</b></p> <p><b>Legally Separated: Request a copy of the legal separation court document</b></p>
Child Relationship(s)	<b>Coverage terminates at the end of the year of the calendar year the child turns age 26</b>
Natural/Adopted child	<b>Standard Document:</b> Birth certificate + court document (if applicable)
Stepchild	<b>Standard Document:</b> Birth certificate or court document & confirm eligibility of the spouse
Foster child	<b>Standard Document:</b> Foster care papers
Child of an Other Eligible Individual	<b>Standard Document:</b> Birth certificate or court document & confirm eligibility of the OEI
Child placed for adoption	<b>Standard Document:</b> Birth certificate + court document
Legal Guardianship	<p><b>Standard Document:</b> Court document assigning minor child to employee and/or spouse/OEI</p> <p>Questions (age 18 to 26)</p> <ul style="list-style-type: none"> <li>• Does this dependent live with the employee?</li> <li>• Is this dependent the employee's tax code dependent?</li> </ul>
Grandchild	<b>This relationship is only allowed if the employee has legal guardianship over the dependent.</b>
<b>Acceptable Court Documents</b>	
<ul style="list-style-type: none"> <li>• Child Support Order</li> <li>• Paternity Test</li> <li>• Petition for Adoption</li> <li>• Court Approved Adoption Papers</li> <li>• Adoption Placement Agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Divorce Decree</li> <li>• Court Awarded Custody or Guardianship Papers</li> <li>• Foster Care Papers</li> <li>• State Affidavit of Parentage or Paternity</li> </ul>