

Documentation Requirements – Adding Dependent Coverage*

Type of Dependent	Supporting Documentation Required
Adjudicated Child Birth up to, but not including, age 26	<ul style="list-style-type: none"> Judicial Support Order from a judge; or Copy of DHFS Qualified Medical Support Order with the page that indicates the employee must provide health insurance through the employer
Adoption or Placement for Adoption Birth up to, but not including, age 26	<ul style="list-style-type: none"> Adoption Decree/Order with judge's signature and the circuit clerk's file stamp, or a Petition for adoption with the circuit clerk's file stamp
Adult Veteran Child Child age 26 up to, but not including, age 30	<ul style="list-style-type: none"> Birth Certificate required, and Proof of Illinois residency, and Veterans' Affairs Release form DD-214 (or equivalent), and the Copy of the tax return
Disabled Child age 26 and older (onset of disability must have occurred prior to age 26)	<ul style="list-style-type: none"> Birth Certificate required, and a Statement from the Social Security Administration with the Social Security disability determination or a Court Order, and a Copy of the tax return
Legal Guardianship Birth up to, but not including, age 26	<ul style="list-style-type: none"> Court Order with judge's signature and circuit clerk's file stamp
Natural Child Birth up to, but not including, age 26	<ul style="list-style-type: none"> Birth Certificate required
Other Organ transplant recipient	<ul style="list-style-type: none"> Birth Certificate required, and Proof of organ transplant performed after June 30, 2000, and the Copy of the tax return for dependents 26 and older
Spouse or Civil Union Partner	<ul style="list-style-type: none"> Marriage Certificate or tax return Civil Union Partnership Certificate. A tax return is also required if claiming the civil union partner as a dependent.
Stepchild or Child of Civil Union Partner Birth up to, but not including, age 26	<ul style="list-style-type: none"> Birth Certificate required, and Marriage or Civil Union Partnership Certificate indicating the employee is married to, or the partner of, the child's parent. A tax return is also required if claiming the civil union partner's child as a dependent.

Note: Birth Certificate from either the State or admitting hospital which indicates the employee is the parent is acceptable.

* A valid social security number (SSN) is required to add dependent coverage. If the SSN has not yet been issued for a newborn or adopted child, the child will be added to the employee's coverage upon receipt of the birth certificate or adoption order without the SSN. The employee must provide the SSN within 90 days of the date the coverage was requested in order to continue the dependent's coverage.

Documentation Requirements – Terminating Dependent Coverage

Qualifying Event	Supporting Documentation Required
Divorce, Dissolution of Civil Union Partnership or Annulment	Divorce Decree or Judgment of Dissolution or Annulment filed in a U.S. Court – first and last pages with judge’s signature with circuit clerk’s file stamp.
Legal Separation	Court Order with judge’s signature with circuit clerk’s file stamp.
Loss of Court-Ordered Custody	Court Order indicating the employee no longer has custody of the dependent. The order must have judge’s signature with circuit clerk’s file stamp.

Documentation Time Limits

Dependent health, dental and vision coverage may be added with the corresponding effective date when documentation is provided to MyBenefits.illinois.gov or the MyBenefits Service Center within the allowable time frame as indicated below. If documentation is provided outside the time frames, adding dependent coverage will not be allowed until the next annual Benefit Choice Period or if the employee experiences a qualifying change in status. Refer to the ‘Life Insurance Coverage’ section for effective dates of life coverage.

When adding Dependent coverage due to or during the:	If the coverage is requested...	And if the documentation is provided...	Dependent coverage will be effective...
Initial Enrollment Period	Day 1 – 30 after hire date	1 – 30 days after hire date	Date of hire
Annual Benefit Choice Period (Normally held May 1 – May 31 each year)	During the Benefit Choice Period	Within 10 days of the Benefit Choice Period ending	July 1st
Qualifying Change in Status (Exception for birth or adoption – noted below)	Before, or the day of, the event	1 – 60 days after the event	Date of the event
	Day 1 – 60 after event		Date of the request
Birth of Child (Natural or Adopted)	From birth up to 60 days after the birth	From birth to 60 days after the birth	Date of birth
Adopted Children (Other than newborn)	Within 60 days of the event	Within 60 days of the event	Date of placement of the child, filing of the petition or the entry of the adoption order

Penalty for Fraud

Falsifying information/documentation or failing to provide information/documentation in order to obtain/continue coverage under the Program is considered a fraudulent act. The State of Illinois will impose a financial penalty, including, but not limited to, repayment of all premiums the State made on behalf of the employee and/or the dependent, as well as expenses incurred by the Program.