

◆ **For Spouse** (provide one of the following):

- Marriage License or
- Church/Justice of the peace marriage certificate

◆ **For Common Law Spouse**

- Declaration and registration of informal marriage

◆ **For Plus One Qualifying Adult** (Domestic Partner):

- Must have resided together in the same residence for at least 12 months and must continue to do so
- The Plus One Qualifying Adult must be 18 years or older.
 - Must be financially interdependent with each other, sharing common financial obligations as evidenced by 3 or more of the following documents: Joint Deed or mortgage agreement to demonstrate common ownership of real property or a common leasehold interest in real property;
 - A title or vehicle registration showing common ownership of a motor vehicle;
 - Proof of joint bank accounts or credit accounts;
 - Proof of designation as the primary beneficiary for life insurance or retirement benefits;
 - Assignment of a durable property power of attorney or health care power of attorney.

◆ **For Child** (provide one of the following):

- Birth Certificate showing you as parent or
- Documentation on hospital letterhead indicating birth date of child and showing you as parent or
- Court Orders for adopted children or children placed for adoption or
- Court Orders showing legal guardianship for court appointed children or
- Qualified Medical Child Support Order (QMSCO)

◆ **For Your Stepchild** (provide one of the following):

- Birth Certificate showing your spouse as parent or
- Documentation on hospital letterhead indicating birth date of child and showing your spouse as parent
- Plus documentation showing your relationship to the stepchild's parent such as:
- Marriage License or
- Church/Justice of the peace marriage certificate or
- Affidavit of Informal Marriage

◆ **For Your Grandchild**

- Court Orders showing legal guardianship

Please Note:

If the required documentation is not provided by the deadline, your dependent will be removed from benefit coverage. You will not be able to re-enroll them unless you experience a qualifying event or during open enrollment

You may submit the dependent documentation to Human Resources by one of the following methods:

- Interoffice the dependent documentation to MS 99-1 Attn: Benefits
- Email the dependent documentation to UHS.Benefits@uhs-sa.com

All dependent documentation should have your employee name, ID and phone number

For any question, please call 210-358-2275