

Dependent Verification



Dependent Type	Eligibility Requirements	Document Options for Verification of Eligibility
Legal Spouse	Spouse under the laws of the State of Texas	State issued Marriage Certificate
Common Law Spouse	Common Law Spouse must be recognized by the State of Texas and must have county issued common law affidavit filed with the County	Certificate of informal marriage declaration and registration of informal marriage by parties from County and proof of joint ownership issued.
Domestic Partnership Plus One Qualifying Adult (Must Complete Plus One Enrollment Form)	<ul style="list-style-type: none"> • Must have resided in the same residence for at least 12 consecutive months and must continue to do so • Must be at least 18 years of age • Must be financially interdependent with the employee • Neither partner is married to anyone else • Neither partner related by blood or marriage 	<p>A notarized affidavit, current joint deed/mortgage agreement, and/or a current joint lease agreement accompanying <u>2</u> of the following documents:</p> <ul style="list-style-type: none"> • Proof of joint title or vehicle registration • Proof of joint bank accounts or credit accounts • Proof of designation as the primary beneficiary for life insurance • Assignment of a durable property power of attorney or health care power of attorney
Biological Child(ren)	Under Age 26	<ul style="list-style-type: none"> • State issued Birth Certificate or Verification of Birth Facts
Stepchild(ren)	Under Age 26	<ul style="list-style-type: none"> • State issued Birth Certificate or Verification of Birth Facts • Documentation showing your relationship to the stepchild's parent • State issued Marriage Certificate or Declaration and Registration of Informal Marriage or notarized affidavit of Domestic Partnership.
Adopted Child(ren)	Under Age 26	Court Orders for adoption of children or Court Orders showing legal guardianship for court appointed children.
Grandchild(ren)	Under Age 26	Court Orders for 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@uhtx.com

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

For any question, please call 210-358-2275 or email UHS.Benefits@uhtx.com.