



A NEW DAY.

Donna Deegan, Mayor

Employee Services Department
Benefits Division
City Hall at St. James
117 West Duval St., Suite 100
Jacksonville, Florida 32202

DEPENDENT DOCUMENTATION REQUIREMENTS

Dependents must meet the eligibility requirements of each insurance plan and it is the responsibility of the employee to provide the required documentation for each dependent at the time of enrollment.

Required documents for adding dependents to Health, Dental & Vision benefits

If you are enrolling dependents to your health, dental or vision benefits you **MUST** provide the following original certified documents to the Employee Benefits Office prior to your benefits effective date:

- Spouse: Original certified Marriage Certificate and Social Security card
- Children: Original Birth Certificate listing employee's name as a parent and Social Security card
- Adoption: Certified court documents awarding the child to be covered, Birth certificate with New given name and Social Security card (matching name on Birth Certificate)
- Guardianship: Certified court documents for each child to be covered. If temporary guardianship, court certified documents must be signed within the last 6 months prior to enrollment of child. Required documents for "children" indicated above are also required.

NOTIFICATION OF CHANGE IN DEPENDENT STATUS

It is the responsibility of the employee to notify the Employee Benefits Office within **60 days** of the actual date of a "Qualifying Event (QE)" for the addition or removal of a dependent under a pre-taxed premium plan or a plan requiring a twelve-month enrollment.

Examples:

Marriage, Divorce, Birth, Adoption, Death, Loss/Gain of coverage or Change of residency.