



OFFICE OF GROUP BENEFITS (OGB) DEPENDENT VERIFICATION REQUIREMENTS

The Office of Group Benefits (OGB) requires that all OGB plan members submit documents to verify the status and relationship of covered dependents. The purpose of this policy is to deter fraud and abuse. This policy encompasses all of the health plans under the OGB umbrella (PPO, EPO, Humana, and LSU First) as well as the OGB Life Plan (Prudential).

Certified copies of supporting documents (a list of eligible documents can be found on the reverse side of this sheet) will need to be presented to an HRM staff member or to your office manager or unit head within the first 30 days of employment. These documents will be returned to you after a copy of the document(s) has been made.

Proof of dependent verification for newly acquired dependents (as the result of marriage, birth of a child, etc.) must be provided within 30 days of the date the dependent is enrolled for coverage. If verification is not provided within that 30-day grace period, the dependent will be dropped from the insurance.

Upon the birth of a child, the initial letter given to parents by the hospital is only a temporary form of proof. The actual birth certificate must be presented as verification within 6 months after the child is born or the child will be dropped from the insurance.

IF YOU DO NOT HAVE CERTIFIED COPIES OF THE REQUIRED DOCUMENTS you may refer to the information below

Birth certificates are obtained from the Office of Vital Records in the state of birth. The following web site is for the Louisiana Office of vital records and also includes a link to all other state vital records offices: <http://www.dhh.louisiana.gov/offices/page.asp?id=252&detail=7744>.

Marriage licenses must be obtained from the *Clerk of Court in the parish in which you married*, except if you married in Orleans Parish, you must obtain your license from the Office of Vital Records. The first web site below provides contact information for Clerk of Court Offices in Louisiana. The second web site is for the Louisiana Office of Vital Records.

<http://www.laclerksofcourt.org/>

<http://www.dhh.louisiana.gov/offices/page.asp?id=252&detail=7748>

Fees: <http://www.dhh.louisiana.gov/offices/publications/pubs-252/Service%20Fees.pdf>

**DOCUMENTS THAT PROVIDE PROOF OF ELIGIBILITY
FOR OGB DEPENDENT INSURANCE COVERAGE**

<p>1. SPOUSE. Certified copy of marriage license indicating date and place of marriage.</p>
<p>2. NEVER MARRIED CHILD UNDER AGE 21 WHO IS DEPENDENT ON YOU FOR SUPPORT. See list below.</p>
<p>a. Natural or legally adopted child of plan member. Certified copy of birth certificate listing plan member as parent or certified copy of legal acknowledgement of paternity signed by plan member or certified copy of adoption decree naming plan member as adoptive parent. NOTE In some cases, you will have the option of receiving a certified <i>birth card</i> instead of a certified <i>birth certificate</i>. The card gives the mother's name but not the father's name, so it is acceptable only if the mother is the OGB member.</p>
<p>b. Stepchild. Certified copy of marriage license to spouse and birth certificate listing spouse as natural or adoptive parent.</p>
<p>c. Child placed with your family for adoption by agency adoption or irrevocable act of surrender for private adoption who lives in your household and/or will be included as a dependent on your federal income tax return for current or next tax year. Certified copy of adoption placement order showing date of placement or copy of signed and dated irrevocable act of surrender.</p>
<p>d. Child for whom you have been granted guardianship or legal custody, including provisional custody, who lives in your household and/or will be included as dependent on your federal income tax return for current or next tax year. Certified copy of signed legal judgment granting you legal guardianship or custody.</p>
<p>e. Grandchild for whom you do not have legal custody or guardianship but who is dependent on you for support and whose parent is a covered dependent. Certified birth certificate or adoption decree showing parent of grandchild is dependent child and certified copy of birth certificate showing dependent child is parent of grandchild.</p>
<p>3. NEVER-MARRIED CHILD OVER AGE 21 BUT UNDER AGE 24 YEARS OF AGE, WHO IS ENROLLED AND ATTENDING CLASSES AS A FULL TIME STUDENT AND IS DEPENDENT ON YOU FOR SUPPORT. Proof as described in 2. a) through d) above and must also submit letter from registrar as proof of full-time student status within 30 days of start date of each semester/quarter.</p>
<p>4. NEVER-MARRIED CHILD AGE 21 OR OLDER WHO IS INCAPABLE OF SELF-SUSTAINING EMPLOYMENT DUE TO MENTAL RETARDATION OR PHYSICAL INCAPACITY WHO WAS COVERED PRIOR TO AGE 21. Proof as described in 2. a) through d) above and must also apply for continued coverage prior to age 21 and provide supporting medical documentation and must provide additional medical documentation of child's condition periodically upon request by OGB.</p>