



DEPENDENT ELIGIBILITY VERIFICATION

If you wish to enroll a dependent in the healthcare plan, you will be asked to provide documentation to prove eligibility, and if applicable, compliance with the plan’s working spouse provision. This ensures that only **qualified dependents** are enrolled in Monogram Foods’ benefit plans.

A list of qualified dependents and the required documentation is below.

Dependent Relationship	Required Verification Documents
<p>Spouse</p> <p>Your legally married spouse</p> <p><i>Spouses eligible for their own employer’s healthcare plan are not eligible for coverage.</i></p> <p><i>Legally separated or divorced spouses are not eligible for coverage.</i></p>	<p>A copy of marriage certificate.</p> <p>AND, if spouse is employed,</p> <p>A letter from your spouse’s employer stating that your spouse is not eligible for medical coverage through the employer.</p> <p>OR, if spouse is not employed,</p> <p>A copy of your most recent joint federal tax return or both of your tax returns if you file separately. Include the front page through line 6 of Form 1040. Please black out any financial information and the first 5 digits of the Social Security numbers.</p>
<p>Child under age 26</p> <p>Your natural child, legally adopted child, or child in the process of being adopted;</p> <p>Stepchild;</p> <p>A child whom you have legal guardianship of; or</p> <p>A grandchild so long as the grandchild’s parents is a covered dependent under the age of 18; or</p> <p>A foster child; or</p> <p>A child who is the subject of a Qualified Medical Child Support Order (QMCSO) issued to you.</p>	<p>A copy of the following documents (varies by the relationship of the child to the team member):</p> <ul style="list-style-type: none"> ▪ Natural child or legally adopted child: State or county issued birth certificate showing employee’s name or signed court order. If birth certificate lists employee’s maiden name, please provide marriage certificate. ▪ Stepchild: State or county issued birth certificate showing parents’ names, copy of your Marriage Certificate, and copy of your most recent joint federal tax return (front page only). ▪ Child whom you have legal guardianship: Signed Court Order and most recent tax return claiming the child as a dependent. ▪ Grandchild: State or county issued birth certificate showing parents’ names for child and grandchild. ▪ Foster child: Signed letter from social service agent confirming child has been placed under your care and your most recent federal tax return claiming the child as a dependent. ▪ Child who is the subject of a Qualified Medical Child Support Order: Signed Court Order. <p>Please note: for unmarried disabled children aged 26 or over, in addition to the birth certificate, we will also need a copy of your most recent federal tax return claiming the child (front page only).</p>