

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><b>Spouse</b></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 <b>copy of ALL THREE</b> of the following documents are required to cover your spouse under the Monogram Foods plan:</p> <ul style="list-style-type: none"> <li>A completed and signed copy of the Affidavit for Spousal Eligibility form.</li> <li>A <b>copy</b> of marriage certificate.</li> <li>A <b>copy</b> 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.</li> </ul>
<p><b>Child under age 26</b></p> <p>Your natural child, legally adopted child, or child in the process of being adopted; Stepchild; or</p> <p>A child whom you have legal guardianship of; or</p> <p>A grandchild so long as the grandchild's parent 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 <b>copy</b> of the following documents (varies by the relationship of the child to the team member):</p> <p><b>Natural child or legally adopted child:</b> 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.</p> <ul style="list-style-type: none"> <li><b>Stepchild:</b> State or county issued birth certificate showing parents' names, copy of your Marriage Certificate, <b>and</b> copy of your most recent joint federal tax return (front page only).</li> <li><b>Child whom you have legal guardianship:</b> Signed Court Order and most recent tax return claiming the child as a dependent.</li> <li><b>Grandchild:</b> State or county issued birth certificate showing parents' names for child and grandchild.</li> <li><b>Foster child:</b> Signed letter from social service agent confirming child has been placed under your care <b>and</b> your most recent federal tax return claiming the child as a dependent.</li> <li><b>Child who is the subject of a Qualified Medical Child Support Order:</b> Signed Court Order.</li> </ul> <p>Please Note: for unmarried disabled children aged 26 or over, in addition to the birth certificate, we will also need a <b>copy</b> of your most recent federal tax return claiming the child (front page only).</p>