

Dependent Eligibility Verification Information



IMPORTANT – Dependent verification is required if you enroll dependents in Acadia benefits

To ensure compliance with Federal and carrier regulations and to help contain premium costs by ensuring only eligible dependents are covered, Acadia verifies eligibility for all dependents enrolled for healthcare coverage.

Please note that if you plan to enroll your eligible dependents in Acadia health plans, you will need to provide proof of their dependency in order to complete the enrollment process in Workday.

We understand that the required documents may not be readily available so it is advisable to start gathering them now. If needed, you should promptly order replacement copies from the appropriate jurisdiction to avoid any enrollment delays as the enrollment process cannot be completed without submission of the appropriate documentation or receipt(s) showing proof that replacement documents were ordered. The county courthouse where the marriage or birth took place will typically be able to provide a copy of the vital record needed, but you can also refer to the other resources listed below if replacement documents are needed. Please be sure to keep a receipt of the records order, as that can be submitted as interim documentation until the actual replacement record is received. The supporting documentation will need to be uploaded in Workday when you complete the enrollment process.

Please refer to the chart below for the list of the documents that will need to be submitted in order to enroll your dependents in healthcare coverage.

Documentation Needed to Enroll Dependents

**To protect your privacy, redact or black out account/financial information.*

Relationship	Acceptable Documentation
Legal Spouse	<p><u>Three (3) Documents are Required:</u></p> <ol style="list-style-type: none"> 1) Submit copy of marriage registration document 2) Submit <u>ONE (1)</u> document listed below to support <u>current</u> relationship status: <ul style="list-style-type: none"> • 1st page of most recent filed tax return or extension, showing both names filing as married • Common ownership of property (including ownership of an automobile) • Joint lease or rental agreement for residence indicating co-habitation for minimum of 1 year • Joint bank/utility bill or credit account statement cover page listing both names • Driver's licenses listing a common address for both partners 3) Submit <u>Spousal/Domestic Partner Survey</u>

<p>Legal Domestic Partner</p>	<p>Multiple Documents are Required:</p> <p><u>If registered domestic partnership, Three (3) documents listed below are required:</u></p> <ol style="list-style-type: none"> 1) Submit copy of municipal/state domestic partnership registration 2) Submit <u>ONE (1)</u> document listed below to support <u>current</u> relationship status: <ul style="list-style-type: none"> • Common ownership of property (including ownership of an automobile) • Joint lease or rental agreement for residence indicating co-habitation for minimum of 1 year • Joint bank/utility bill or credit account statement cover page listing both names • Driver's licenses listing a common address for both partners • Assignment of a durable property or health care power of attorney 3) Submit <u>Spousal/Domestic Partner Survey</u>
<p>Unregistered Domestic Partner</p>	<p>Multiple Documents are Required:</p> <p><u>If unregistered domestic partnership, Three (3) documents listed below are required:</u></p> <ol style="list-style-type: none"> 4) Request Domestic Partner Attestation form by emailing PeopleOperations@acadia-pharm.com Submit completed and notarized form 5) Submit <u>ONE (1)</u> document listed below to support <u>current</u> relationship status: <ul style="list-style-type: none"> • Common ownership of property (including ownership of an automobile) • Joint lease or rental agreement for residence indicating co-habitation for minimum of 1 year • Joint bank/utility bill or credit account statement cover page listing both names • Driver's licenses listing a common address for both partners • Assignment of a durable property or health care power of attorney <p>Submit <u>Spousal/Domestic Partner Survey</u></p>
<p>Natural Child</p>	<p>A copy of a birth certificate showing the employee as the parent.</p>
<p>Stepchild</p>	<p>Multiple Documents Required:</p> <ol style="list-style-type: none"> 1) Documentation establishing the legal parent/guardian of child 2) Proof that the parent is the current Spouse or Domestic Partner of the employee (see appropriate requirements)
<p>Adopted Child</p>	<p>Submit <u>ONE (1)</u> document listed below:</p> <ul style="list-style-type: none"> • A copy of a birth certificate (long form) showing the employee as parent • Court documentation verifying completed adoption • A letter of placement from an adoption agency, an attorney, or the Department of Social Services, verifying the adoption is in progress
<p>Foster Child</p>	<p>A copy of a court order or other legal document placing the child with the employee or eligible Spouse/Domestic Partner who is a licensed foster parent</p>
<p>Disabled Child over the Age of 26</p>	<p>Multiple Documents Required:</p> <p>Proof of relationship based on the appropriate child type (see appropriate requirements) and a copy of page 1 of your federal tax return demonstrating that the child is principally dependent on you, the subscriber, for support and maintenance. <i>Note: Additional verification may be required through the health plan provider</i></p>
<p>Other Dependent Children</p>	<p>For all other children for whom an employee has legal custody, a court order copy or other legal document copy granting custody of the child to the employee is required. Documentation must verify the employee has legal guardianship responsibility for the child, not merely financial responsibility</p>

Where to Order Missing Documentation Through Public Records

These resources may be helpful to find your necessary supporting documentation. **Do not delay** in ordering documentation, as standard delivery may take three to four weeks depending on your specific order.

- **County Courthouse:** The courthouse in the county of marriage or birth will almost always be able to provide a copy of the vital records.
- **VitalChek:** For a small fee, government issued vital records, such as birth certificates and marriage licenses, can be obtained with assistance by visiting www.vitalchek.com.
- **Internal Revenue Service (IRS):** A free transcript of a federal tax return can be obtained by contacting the local IRS office. Local contact information is available at www.irs.gov.
- **U.S. Citizenship and Immigration Service (USCIS):** The site, <http://www.uscis.gov/portal/site/uscis>, will help you find information about citizenship, ordering copies of immigration forms, etc.
- **USA.gov:** Order vital records from the issuing authority, if available, at <https://www.usa.gov/replace-vital-documents>.

Resources for Alternative Healthcare Coverage for Dependents Ineligible for Coverage Under Acadia

Plans Below are links to several resources where you may search for health care coverage for those ineligible to be covered under Acadia's plans. This list is not intended to be a comprehensive list of all available resources for health care coverage, nor should any of the resources be considered to be recommended by Acadia.

- HealthCare.gov
- eHealthInsurance
- [CoveredCA](#) (available to CA residents only)
- [GetCoveredNJ](#) (available to NJ residents only)