

DOCUMENTATION REQUIREMENTS FOR ENROLLING NEWLY ELIGIBLE DEPENDENTS IN "R" BENEFITS
 Social Security Numbers are **REQUIRED** in order to add a dependent (including spouse or domestic partner)

Mail / fax the signed and dated Cover sheet (received from "R"Benefits Dependent Verification Services) along with the required documentation to:

"R"Benefits Dependent Verification Services
 P.O. Box 2338
 Alpharetta, GA 30023-2338
 Fax: 1-866-400-1686 / Phone 1-844-TRU-BENS

OR, you can upload your documents to <https://www.adpdvs.com>

Documents **MUST** be received by the verification deadline given on the notice from "R"Benefits Dependent Verification Services

THE FOLLOWING DOCUMENTATION IS REQUIRED WHEN SUBMITTING A QUALIFIED LIFE EVENT

Birth/Adoption	Adoption Certificate Adoption Placement Agreement Birth Certificate with Parent's Name Listed Documentation of Legal Custody or Legal Guardianship Hospital Birth Record (within 60 Days of Birth) Certified Copy of Court Order/Decree
<p>Hospital Birth Record will be accepted. Document should be issued or verified by doctor or hospital. Hospital birth record should only be accepted if submitting within first 60 days of birth, 61 day onward a birth certificate is required.</p> <p>Birth Certificate must be issued by a government entity and include the dependent name, date of birth and must validate the relationship to the team member or the spouse / domestic partner of the team member.</p>	
Marriage	Marriage Certificate
Spouse/Domestic Partner Loses Other Coverage	Letter from Previous Employer w/Coverage End Date Letter from Insurance Verifying Loss of Coverage COBRA Notification w/coverage end date
Child Loses Other Coverage	Letter from Previous Employer w/Coverage End Date Letter from Insurance Verifying Loss of Coverage COBRA Notification w/coverage end date
Add Domestic Partner	Domestic Partner Affidavit (Notarized)
<p>Affidavits: Must be completed, signed and notarized</p> <p>Where can the form be obtained? Form can be located on RUsBenefits.com Username: RUS; Password: benefits; through the menu bar at the top of RUsBenefits.com, click on Contacts, Tools, & Resources > Other Forms > Affidavit of Domestic Partner</p>	
Day Care Cost Change	Letter / Notice from Daycare Indicating Reason for Change
<p>Note: The letter / notice from the Daycare must state the start or end of the adjusted rates.</p>	
Dependent Loss of Medicaid / CHIP	Letter Verifying Loss of Medicaid Letter Verifying Loss of Child's Health Insurance Program (CHIP)
Dependent Loss of Medicare	Letter Verifying Loss of Medicare

Team Member Loses Other Coverage	Letter from Spouse / Domestic Partner Employer w/Coverage End Date Letter from Insurance Verifying Loss of Coverage COBRA Notification w/Coverage End Date
Spouse or Domestic Partner Annual Enrollment	Proof of Annual Enrollment Period w/Eff. Dates

THE FOLLOWING DOCUMENTATION IS REQUIRED WHEN ADDING A DEPENDENT

Spouse (same and opposite sex, Civil Union Partner and Common Law Spouse)	Submit the item from List A for your Spouse. Submit 1 item from List B and 2 items from List C for a Civil Union Partner or Common Law Spouse. Items from List C must be within 6 months of the verification deadline date and have the dependent's name on the document.		
	List A	List B	List C
	Marriage Certificate	Declaration of Common Law Marriage Civil Union Certificate	Bank or Credit Card Statement with Common Address Mortgage or Lease Statement with a Common Address Motor Vehicle Statement with a Common Address Utility Bill with a Common Address

Spouse

A marriage license will be accepted if it is showing that the marriage took place.

Proof of Same Address/Financial Interdependence

Documentation must be dated within 6 months of the verification deadline date.

Mortgage or Lease Statement with a Common Address – must list both parties as co-owners.

Common Law Spouse

Documentation must include: State, Employee and Dependent Information, Signature or Seal

Child Definition of child includes biological, step and adopted child; it also includes legal ward	If your Child is a stepchild, you must also provide a marriage certificate or Affidavit of Common Law Marriage.
	Adoption Certificate Adoption Placement Agreement Birth Certificate with Parent's Name Listed Documentation of Legal Guardianship Documentation of Legal Custody Hospital Birth Record (within 60 Days of Birth) Qualified Medical Child Support Order

Birth Certificate Must be issued by a government entity and include the dependent name, date of birth and must validate the relationship

Hospital Birth Record Hospital Birth Record will only be accepted for dependent children who were born within the last 60 days. Document should be issued or verified by doctor or hospital. Children with a birthday beyond the 60 day window must submit one of the other items listed under Required Documentation such as a birth certificate.

Adoption If the child was adopted within the last 12 months the adoption placement agreement and petition for adoption can be accepted; when adding an adopted child post 12 months of adoption, an adoption certificate is required

Domestic Partner (Non-Tax Dependent)	Please submit one item from List A and two items from List B. The documents from List B must be dated within 6 months of the verification deadline date and have the dependent's name listed on the document.	
	List A	List B
	Domestic Partner Affidavit (Notarized)	Bank or Credit Card Statement with Common Address Mortgage or Lease Statement with a Common Address Motor Vehicle Statement with a Common Address Utility Bill with a Common Address

Affidavits: Must be completed, signed and notarized

Proof of Same Address/Financial Interdependence

Documentation must be dated within 6 months of the verification deadline date.

Mortgage or Lease Statement with a Common Address – must list both parties as co-owners.

Domestic Partner (Tax Dependent)	Please submit both documents from List A and TWO items from List B. The documents from List B must be dated within 6 months of the verification deadline date and have the dependent's name listed on the document.	
	List A	List B
	Domestic Partner Affidavit (Notarized) Tax Return(within last 2 years)	Bank or Credit Card Statement with Common Address Mortgage or Lease Statement with a Common Address Motor Vehicle Statement with a Common Address Utility Bill with a Common Address

Affidavits: Must be completed, signed and notarized

Tax Return Must be Federal Tax return and list Domestic Partner as tax dependent with the past two tax years.

Proof of Same Address/Financial Interdependence

Documentation must be dated within 6 months of the verification deadline date.

Mortgage or Lease Statement with a Common Address – must list both parties as co-owners.

Domestic Partner Child (Non-Tax Dependent)	Please submit one item from List A, the form from List B and TWO items from List C.		
	List A	List B	List C
	Adoption Certificate Adoption Placement Agreement Birth Certificate with Parent's Name Listed Documentation of Legal Guardianship Documentation of Legal Custody Hospital Birth Record (within 60 Days of Birth) Qualified Medical Child Support Order	Domestic Partner Affidavit (Notarized)	Bank or Credit Card Statement with Common Address Mortgage or Lease Statement with a Common Address Motor Vehicle Statement with a Common Address Utility Bill with a Common Address

Birth Certificate

Must be issued by a government entity and include the dependent name, date of birth and must validate relationship to Domestic Partner on file.

Hospital Birth Record

Hospital Birth Record will only be accepted for dependent children who were born within the last 60 days. Document should be issued or verified by doctor or hospital. Children with a birthday beyond the 60 day window must submit one of the other items listed under Required Documentation such as a birth certificate.

Domestic Partner Child	Please submit one item from List A, BOTH items from List B and TWO items from List C.		
(Tax Dependent)	List A	List B	List C
	Adoption Certificate Adoption Placement Agreement Birth Certificate with Parent's Name Listed Documentation of Legal Guardianship Documentation of Legal Custody Hospital Birth Record (within 60 Days of Birth) Qualified Medical Child Support Order	Domestic Partner Affidavit (Notarized) Tax Return(within last 2 years)	Bank or Credit Card Statement with Common Address Mortgage or Lease Statement with a Common Address Motor Vehicle Statement with a Common Address Utility Bill with a Common Address

Birth Certificate

Must be issued by a government entity and include the dependent name, date of birth and must validate relationship to Domestic Partner on file.

Tax Return

Must be Federal Tax return and list Child of Domestic Partner as tax dependent on the past two tax year returns.

Hospital Birth Record

Hospital Birth Record will only be accepted for dependent children who were born within the last 60 days. Document should be issued or verified by doctor or hospital. Children with a birthday beyond the 60 day window must submit one of the other items listed under Required Documentation such as a birth certificate.

Disabled Child	Please submit one item from List A, and BOTH items from List B.	
(children over age 23 for dental and vision and children over age 26 for medical)	List A	List B
	Birth Certificate with Parent's Name Listed Adoption Certificate Adoption Placement Agreement Documentation of Legal Custody Documentation of Legal Guardianship	Tax Return(within last 2 years) Insurance Carrier Disability Approval Form (each insurance carrier may provide)

Tax Return

The tax return in List B must be the Federal Tax Return and the disabled child must be reflected as a dependent within the last two tax return years.

Adoption

Adoption Placement Agreement forms are only acceptable if the child was adopted within the last 12 months; when adding an adopted child post 12 months of adoption, an adoption certificate is required.

Insurance Carrier Disability Approval Form:

Each insurance carrier may require you to go through an approval process for each benefit, which may generate a separate approval letter. An approval letter should be provided for each approved elected benefit.