

## DEPENDENT DEFINITIONS AND DOCUMENTS REQUIRED

Please review the eligible dependent types and required documents on the following page(s). Submit the document(s) as determined by your family member(s)' relationships. UC recognizes the diversity of families that exist in our community. If you do not see your family relationship represented here, please contact UnifyHR for additional information on eligibility requirements and the documentation required.

### THINGS TO REMEMBER:

- More than one document may be required
- Only submit copies. Original documents will not be returned
- Parents' names and child's date of birth must be visible on government-issued birth certificates
- Spouses' names and date of marriage must be visible on government-issued marriage certificates
- If submitting a 1040 Federal Tax Return, send the first page **AND** signed signature page
- **Black out social security number(s)** appearing on any documents submitted
- Joint ownership documents must show an **issue date in the last 6 months**. Some examples of documents proving joint ownership are:
  - Mortgage statements
  - Bank statements
  - Credit Card statements
  - Utility bills
  - Rental or lease agreements showing a future termination date
  - Home equity loan statement
  - Automobile registration
- **Black out all monetary amounts and account numbers**

Definition of Dependent	Documentation Required
<b>Spouse</b> <ul style="list-style-type: none"><li>• Must be your lawfully married spouse</li><li>• Must not be legally separated</li></ul>	<p>Submit documents from Group A <u>or</u> Group B.</p> <p><b>Group A</b></p> <ul style="list-style-type: none"><li>• Page 1 <b>AND</b> signed signature page of your filed Federal Tax Return within the last 2 tax years</li></ul> <p><b>Group B</b></p> <ul style="list-style-type: none"><li>• Government-issued marriage certificate; <b>AND</b></li><li>• Proof of joint ownership with a visible issue date in the past 6 months</li></ul> <p>If you were married within the past 12 months, you may submit only your government-issued marriage certificate.</p>

<p><b>Registered Domestic Partner</b></p> <ul style="list-style-type: none"> <li>• Must be in a Domestic Partnership registered with a government entity</li> </ul>	<p>Submit documents from Group A <u>or</u> Group B.</p> <p><b>Group A</b></p> <ul style="list-style-type: none"> <li>• Page 1 <b>AND</b> signed signature page of your filed State Tax Return within the last 2 tax years</li> </ul> <p><b>Group B</b></p> <ul style="list-style-type: none"> <li>• State or County Declaration of Domestic Partnership; <b>AND</b></li> <li>• Proof of joint ownership with a visible issue date in the past 6 months</li> </ul>
<p><b>Unregistered Domestic Partner</b></p> <ul style="list-style-type: none"> <li>• Must be each other's sole domestic partner in a long-term committed relationship and intend to remain so indefinitely</li> <li>• Must not be legally married nor in another domestic partnership</li> <li>• Must not be related to each other</li> <li>• Must be at least 18 years of age and able to consent to the relationship</li> <li>• Must be financially interdependent</li> <li>• Must share a common residence</li> </ul>	<p>Submit documents from Group A.</p> <p><b>Group A</b></p> <ul style="list-style-type: none"> <li>• Unregistered Domestic Partner Affidavit for UC Health &amp; Welfare Benefits Plans; <b>AND</b></li> <li>• Proof of joint ownership with a visible issue date in the past 6 months</li> </ul> <p>The Unregistered Domestic Partner Affidavit can be found on:</p> <ul style="list-style-type: none"> <li>• UnifyHR site under Resources: <a href="http://app.unifyhr.com">app.unifyhr.com</a>; or</li> <li>• UCalNet: <a href="http://ucal.us/fmv">ucal.us/fmv</a></li> </ul>

## Child under the age of 26

Your, your spouse's, or your domestic partner's:

- Natural child
- Adopted child
- Foster child
- Grandchild who:
  - Must be unmarried
  - Must be living with you and dependent upon you for support
  - Must be claimed as a tax dependent

Submit the group of documents as determined by your family member(s)' relationship type below.

### Natural or Adopted Child

- Government-issued birth certificate listing employee, spouse, or domestic partner as parent; **OR**
- Adoption Certificate listing employee, spouse, or domestic partner as parent; **OR**
- Non-government issued birth certificate for children under 6 months of age; **OR**
- Adoption placement agreement

If **you are not listed on the above documentation**, you must also submit documentation to verify your spouse or domestic partner. Your spouse or domestic partner must be eligible for the UC Health & Welfare benefits even if they are not enrolled.

### Foster Child

- Foster care letter of placement

If **you are not listed on the above documentation**, you must also submit documentation to verify your spouse or domestic partner. Your spouse or domestic partner must be eligible for the UC Health & Welfare benefits even if they are not enrolled.

### Grandchild

- Government-issued birth certificate or adoption certificate listing parent names for grandchild; **AND**
- Government-issued birth certificate or adoption certificate listing employee, employee's spouse, or employee's domestic partner as parent for child; **AND**
- Federal Tax Return claiming grandchild filed and within in the last 2 tax years

If **you are not listed on the above documentation**, you must also submit documentation to verify your spouse or domestic partner. Your spouse or domestic partner must be eligible for the UC Health & Welfare benefits even if they are not enrolled.

<p><b>Child aged 26 or older</b></p> <p>Your, your spouse's, or your domestic partner's natural child, adopted child, foster child or grandchild</p> <ul style="list-style-type: none"> <li>• Must be a child as defined above</li> <li>• Must be unmarried</li> <li>• Must be incapable of self-support due to a mental or physical disability</li> <li>• Must be dependent upon you for support</li> <li>• Must be claimed as a tax dependent</li> </ul>	<p>Submit documents from Group A.</p> <p><b>Group A</b></p> <ul style="list-style-type: none"> <li>• Provide the required documents listed previously in the appropriate family member category above; <b>AND</b></li> <li>• Federal Tax Return claiming child and filed within the in the last 2 tax years; <b>AND</b></li> <li>• UC Affidavit of Disability</li> </ul> <p>If <b>you are not listed on the above documentation</b>, you must also submit documentation to verify your spouse or domestic partner. Your spouse or domestic partner must be eligible for the UC Health &amp; Welfare benefits even if they are not enrolled.</p> <p>The Affidavit of Disability can be found on:</p> <ul style="list-style-type: none"> <li>• UnifyHR site under Resources: <a href="http://unifyhr.com">unifyhr.com</a>; or</li> <li>• UCNet: <a href="http://ucal.us/fmv">ucal.us/fmv</a></li> </ul>
<p><b>Legal Ward</b></p> <p>Your, your spouse's, or your domestic partner's legal ward who:</p> <ul style="list-style-type: none"> <li>• Must be unmarried</li> <li>• Must be under the age of 18</li> <li>• Must be living with you and dependent upon you for support</li> <li>• Must be claimed as a tax dependent</li> <li>• Must be a court ordered legal ward</li> </ul>	<p>Submit documents from Group A.</p> <p><b>Group A</b></p> <ul style="list-style-type: none"> <li>• Court ordered document granting guardianship to you, your spouse, or domestic partner; <b>AND</b></li> <li>• Federal Tax Return claiming child filed and within the last 2 tax years</li> </ul> <p>If <b>you are not listed on the above documentation</b>, you must also submit documentation to verify your spouse or domestic partner. Your spouse or domestic partner must be eligible for the UC Health &amp; Welfare benefits even if they are not enrolled.</p>