

PROOF OF RELATIONSHIP DOCUMENTS

Electing family coverage under the CIGNA OAPIN (HMO), CIGNA OAP (PPO) or CIGNA CHOICE FUND (HRA) requires proof of relationship documents for each dependent insured.

<u>To Add</u>	<u>Document(s) Required</u>
Spouse	Copy of the Marriage License
Child(ren)	<p>Certified copy of the Birth Certificate (Mother's copy accepted only within 30 days of birth)</p> <p>If custodial parent is not listed on the birth certificate, you will have to provide the following:</p> <ul style="list-style-type: none"> • <i>Adopted Child(ren):</i> Motion for Order of Guardianship obtained from Chancery Court, or Placement Order, or Final Adoption Decree. • <i>Legal Custody & Guardianship:</i> Copies of Legal Custody and Guardianship papers issued by the court signed by the Judge. (Custody and Guardianship are both required.) <p>Copy of Legitimate Order from Juvenile Court signed by the Judge (<i>if father's name is not listed on birth certificate</i>).</p> <ul style="list-style-type: none"> • <i>Stepchild(ren):</i> Must reside with you. Copy of birth certificate. • <i>Full-time Students:</i> <u>Children age 19 to 25</u>, who are full-time students in an accredited college or university taking 12 or more semester/quarter hours or vocational school attending at least 5 days a week. <u>Transcript or enrollment record from Registrar's office confirming number of hours.</u> Employees may have to provide proof annually to CIGNA.

The appropriate documents should be attached to the Shelby County Government Employee/Retiree Health Care Plans Enrollment/Change Form to add dependents to the health insurance plans. Additional proof may be required when court documents do not include necessary information to enroll dependents.

IMPORTANT:

It is the employee's responsibility to notify the Employee Benefits Office when dependents become ineligible to prevent an incorrect premium deduction in which the employee will not be reimbursed.