

Dependent Documentation

Employees, Managers & HR Professionals Only



Guidelines

- ◆ Documents can only be received via fax or regular mail.
- ◆ Validation of documents will be determined by the required guidelines of the State of Florida 60P Rules and Division of State Group Insurance (DSGI) direction.
- ◆ Documentation must be consistent with the reason for the change.
- ◆ Documentation must be provided within 60 days of the effective date of the change.
- ◆ Only official documents from state and local government are acceptable.

Required Documentation

The following are examples of acceptable documentation.

QSC	Types of Documents
Adding new born	<ul style="list-style-type: none"> ▪ Birth Certificates ▪ Adoption Certificates
Adding new spouse	<ul style="list-style-type: none"> ▪ Marriage Certificate
Adding a dependent	<ul style="list-style-type: none"> ▪ Divorce Certificate ▪ College paperwork indicating enrollment or increase to full-time status ▪ Loss of coverage notification from spouse's job
Dropping a Dependent	<ul style="list-style-type: none"> ▪ Divorce Certificate ▪ Death Certificate ▪ College paperwork showing withdrawal or decrease part-time status ▪ Gain of coverage notification from spouse's job/medical ID card

How Do I Determine the Status of My Documentation?

1. Click on the **Health & Insurance** tab on the **People First homepage**.
2. Click on the **View Required Documentation** link. The Required Documentation Overview page will display.

Notification of Required Documentation

- ◆ The People First system will notify the employee of the required documentation requirements when the change is processed on the web.
- ◆ Specialist will notify the employee when the change is processed on the phone.
- ◆ A reminder letter is mailed to the employee after 30 and 60 days if the dependent documentation has not been received.

Submitting Documentation

Documents can either be mailed or faxed to the People First Service Center.

Mail: People First Service Center
 Health and Insurance Benefits
 P.O. Box 6830
 Tallahassee, FL 32314

Fax: 904-828-6092

Did You Know?

- ❓ Required documentation will not display until the day after a dependent has been added or dropped.
- ❓ Employees are required, per 60P rules, to provide appropriate supporting documentation when adding or dropping dependents.
- ❓ Failure to provide documentation may result in cancellation of the dependent's coverage.
- ❓ Birth certificates must come from the Bureau of Vital Statistic and are not acceptable from hospitals.
- ❓ Marriage licenses must come from the employee's local Clerk of Court and Wedding certificates from marriage chapels or churches are not acceptable.