### Eligibility Definitions and Required Documentation

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| **Spouse** | The marriage must be recognized as legal in the Commonwealth of Virginia.  
**Note:** Ex-spouses will not be eligible, even with a court order. | ➢ Photocopy of marriage certificate, and  
➢ Photocopy of the top portion of the first page of the employee’s 2008 Federal Tax Return that shows the dependent listed as “Spouse”.  
NOTE: All financial information and Social Security Numbers should be redacted. |
| **Son/Daughter** | A son or daughter may be covered to the end of the year in which he or she turns age 23* regardless of student status if the child:  
✓ lives at home or is away at school  
✓ is not married, and  
✓ receives more than one-half of his or her support from the employee.  
In cases where the birth or adoptive parents are living apart, the child may live with the other parent but must receive more than one-half of his or her support from either parent or a combination from both parents. | ➢ Photocopy of birth certificate showing employee’s name or  
➢ In the case of adoption, photocopy of a legal pre-adoptive or adoptive agreement. |
| **Stepson or Stepdaughter** | Unmarried stepson or stepdaughter may be covered to the end of the year in which he or she turns age 23* regardless of student status if:  
✓ they are living with the employee in a parent-child relationship;  
✓ the principal place of residence is with the employee;  
✓ they are a member of the employee’s household; and  
✓ they receive over one-half of their support from the employee. | ➢ Photocopy of birth certificate (or adoption agreement) showing the name of the employee’s spouse; and  
➢ Photocopy of marriage certificate showing the employee and parent’s name and  
➢ Photocopy of the top portion of the first page of the employee’s 2008 Federal Tax Return that shows the dependent listed as “Spouse”.  
NOTE: All financial information and Social Security Numbers should be redacted. |
| **Other Child** | An unmarried, minor child in which a court has ordered the employee to assume sole permanent custody may be covered until the end of the year in which he or she turns age 23*. If joint custody, it must be with the employee and the employee’s legal spouse.  
✓ The principal place of residence is with the employee;  
✓ they are a member of the employee’s household; and  
✓ they receive over one-half of their support from the employee. | ➢ Photocopy of birth certificate and  
➢ Photocopy of the Final Court Order granting permanent custody with presiding judge’s signature. |
If the employee (or employee’s spouse) shares custody with a minor child who is the parent of an “other female or male child”, then that “other child” may also be covered if:

- the other child,
- the minor child** (who is the parent), and
- the employee’s spouse (if applicable) all live in the same household as the employee.

**The minor child must meet all of the eligibility requirements for a dependent child.

- Photocopy of the other child’s birth certificate showing the name of the minor child** as the parent of the other child and
- Photocopy of the Final Court Order with presiding judge’s signature.

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* When approved as an adult dependent who is incapacitated due to a physical or mental health condition, the child may be covered beyond the age of 23.

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