



**PRINCE GEORGE'S COUNTY GOVERNMENT
OFFICE OF HUMAN RESOURCES MANAGEMENT
BENEFITS ADMINISTRATION DIVISION**

Required Documentation for Eligible Dependents

***If I need to make a change to my health benefit plan(s) after open enrollment has ended...
What do I need to do?***

If you experience a qualifying event after open enrollment has ended, you will need to complete an [Enrollment Change Form \(Form\)](#) and supporting documentation within thirty (30) days of the qualifying event via email to Benefits@co.pg.md.us.

Some of the major qualifying events that permit enrollment or change to the health benefit plans are:

Qualifying Event	Documentation Required
Birth or adoption of a child	Government issued Birth Certificate that includes parents' names AND Social Security Card.
Marriage	Government issued Marriage Certificate, AND Current proof of Joint Ownership*. If married in the past 12 months, only Government issued Marriage Certificate is required.
Divorce	Divorce decree.
Legal separation/Limited divorce	Legal separation/Limited divorce papers signed by judge or attorney.
Legal guardianship	Government issued Birth Certificate, Court Ordered Document of Guardianship, AND Social Security Card.
Death of spouse or dependent	Death certificate.
Loss of coverage	Documentation to include date of termination and the coverage(s) you are losing. If adding dependents, then required documentation from them is required. **
Gaining coverage	Documentation to include coverage(s) being obtained and the effective date.

* Standard proof of ownership includes: *(Financial information should be redacted where applicable)*

- Mortgage statement
- Bank statement (bank account verification letter showing active status)
- Active lease agreement
- Homeowners Insurance
- Renters Insurance
- State Tax Return (within 1 year)
- Credit card statement (includes department stores, and care credit)
- Property tax
- Current-year state tax return listing spouse/partner
- Current-year mortgage interest/mortgage insurance
- Warranty deed
- Auto loans
- Current-year federal tax return listing the spouse

It is advised that you do not wait to receive the birth certificate before adding your dependent(s) to the health benefit plan(s).

If your Form is **not** submitted to the Division within the thirty (30) day period, you will not be able to make changes to your health benefit plans until the next open enrollment period.

Please contact the Division at (301) 883-6380 with any questions, obtain additional information on other qualifying events, or to request a Form.

Effective January 1, 2022

**** Required Documents for Eligible Dependents:**

Dependent Type	Required Document(s)
Spouse	<ul style="list-style-type: none"> • Government issued Marriage Certificate, AND • Current proof of Joint Ownership*. If married in the past 12 months, only Government issued Marriage Certificate is required. Note: <i>Submit a copy of Medicare card if your spouse is enrolled in Medicare.</i>
Biological Child	<ul style="list-style-type: none"> • Government issued Birth Certificate that includes parents' names.
Adopted Child	<ul style="list-style-type: none"> • Amended Government issued Birth Certificate that includes parents' names or Adoption Certificate, or Placement Agreement AND • Social Security Card
Stepchild	<ul style="list-style-type: none"> • Government issued Birth Certificate that includes parents' name, AND • Government issued Marriage Certificate.
Legal Ward	<ul style="list-style-type: none"> • Government issued Birth Certificate, Court Ordered Document of Guardianship, AND • Social Security Card.
Disabled Child	<ul style="list-style-type: none"> • Documentation listed above AND • Federal Tax Return within last 2 years claiming the child. Note: Disabled Adopted Children cannot verify with a placement agreement or petition.
Children who are the subjects of a Qualified Medical Child Support Order (QMCSO)	<ul style="list-style-type: none"> • Qualified Medical Child Support Order required. This order creates the right of the children to receive health insurance benefits under an employee or retiree's coverage.