



Dependent Documentation Requirements

Information for:

State Health Benefits Program (SHBP)
School Employees' Health Benefits Program (SEHBP)

The State Health Benefits Program (SHBP) and School Employees' Health Benefits Program (SEHBP) are required to ensure that only employees, retirees, and eligible dependents are receiving health care coverage under the Programs. The New Jersey Division of Pensions & Benefits (NJDPB) must guarantee consistent adherence to eligibility requirements within the plans. Employees or retirees who enroll their dependents for coverage must submit documentation as proof of their dependent's relationship and eligibility for enrollment. If appropriate dependent documentation proof is not submitted, the dependent will not be approved or enrolled. If proper dependent verification documentation has already been provided and approved, there is no need to re-submit.

A subscriber must be eligible for health benefits under the SHBP or the SEHBP. Subscribers who are ineligible to enroll in coverage or who have waived their coverage cannot enroll dependents in the SHBP or SEHBP.

Only eligible dependents can be enrolled under the SHBP and SEHBP as defined in N.J.A.C. 17:9-1.8 and N.J.A.C. 17:9-3.1. N.J.A.C. 17:9-3.3 requires that a subscriber provide appropriate dependent verification documentation as proof of relationship to the subscriber. See the "Eligible Dependents" section for a list of eligible dependents and their corresponding dependent verification documentation requirements.

ELIGIBLE DEPENDENTS

Spouse: A person to whom one has been joined in a properly recorded legal ceremony authorized by law. New Jersey recognizes legal marriages performed in other states or jurisdictions but does not recognize "common law" or any other form of marriage without a formal license.

Required documentation: A copy of your government issued marriage certificate (if the marriage certificate is in a language other than English, an English translation must also be submitted), and a copy of your most recent tax return (Form 1040). A copy of the tax return is not required if the marriage occurs within 12 months of the health benefits enrollment event date. Only the first page of the tax return is required and must include the spouse's name (financial data and all but the last four digits of Social Security numbers should be redacted to protect privacy). The tax return must show a "Married" filing status. If the subscriber and dependent spouse reside at separate addresses, both the subscriber's and the spouse's most recent tax return must be submitted. (If the subscriber or spouse submits a "Head of Household" filing status on their return, the other individual's return must have a "Married filing separately" filing status. Tax returns with a "Single" filing status will not be accepted.)

Civil Union Partner: A person of the same sex with whom you have entered into a civil union (P.L. 2006,

c. 103). Civil union certificates issued to same-sex couples from other jurisdictions are accepted under the New Jersey civil union statutes.

Required documentation: A copy of the New Jersey certificate of civil union dated prior to October 2013, or a valid certification from another State or foreign jurisdiction that recognizes same-sex civil union partners and a copy of the first page of both partners' N.J. tax return from the previous year that includes the partner (financial data and all but the last four digits of Social Security numbers should be redacted to protect privacy).

Domestic Partner: A person of the same sex with whom you have entered into a domestic partnership. Under P.L. 2003, c. 246, the Domestic Partnership Act, health benefits coverage is available to domestic partners of State employees, State retirees, or employees or retirees of an SHBP- or SEHBP-participating local public entity that has adopted a resolution to provide Chapter 246 health benefits coverage. Pursuant to N.J.S.A. 26:8A-11, this definition does not include the domestic partner of a participant in the SHBP or SEHBP who is the opposite sex of the participant.

Required documentation: A copy of the New Jersey certificate of domestic partnership dated prior to February 19, 2007, or a valid certification from another State or foreign jurisdiction that recognizes same-sex domestic partners and a copy of the first page of

both partners' N.J. tax return from the previous year that includes the partner (financial data and all but the last four digits of Social Security numbers should be redacted to protect privacy).

Dependent Children

Eligible dependent children include natural children, stepchildren, foster children, and adopted children. Eligibility also applies to children for whom the subscriber or spouse is a legal guardian. In compliance with the federal Patient Protection and Affordable Care Act (PPACA), coverage is extended for children – specifically natural, adopted, and stepchildren – until age 26, regardless of the child's marital, student, or financial dependency status.

Newborn Child: A subscriber's newly born natural child that is being added to their health benefits. The child's date of birth will be the effective date of coverage.

Required documentation: A copy of the child's government issued birth certificate showing the name of the subscriber as a parent. The subscriber must provide a valid Social Security number for the child within one year of the child's birth or the child will be terminated from the coverage. If a valid Social Security number is provided after the child has been terminated from coverage, the child can be enrolled again prospectively.

Child: A subscriber's natural child or adopted child, until age 26, regardless of the child's marital, student, or financial dependency status – even if the young adult no longer lives with his or her parents.

Required documentation: A copy of the child's government issued birth certificate or adoption certificate showing the name of the subscriber as a parent.

Stepchild: a subscriber's stepchild, until age 26, regardless of the child's marital, student, or financial dependency status – even if the young adult no longer lives with his or her parents.

Required documentation: A copy of the child's government issued birth certificate showing the name of the subscriber's spouse or partner as a parent, a copy of the marriage certificate or the civil union or same-sex domestic partner certificate confirming that the spouse or partner is the child's parent, and a copy of the subscriber's tax return (please refer to the "Required Documentation" section under "Spouse", "Civil Union Partner" or "Domestic Partner" for specific details regarding the tax return requirement). **Note:** The tax return(s) are required to enroll a stepchild even if the spouse or partner is not being enrolled.

Legal Ward, Grandchild, or Foster Child: a foster child or any child in a guardian-ward relationship must be enrolled prior to age 18.

Required documentation: Copies of final court orders with the presiding judge's signature and seal. Documents must attest to the legal guardianship by the subscriber.

SOCIAL SECURITY NUMBER OR INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER IS REQUIRED

N.J.A.C. 17:9-2.5 requires that in addition to the dependent verification documentation requirement, the subscriber must provide a valid Social Security number (SSN) or Individual Taxpayer Identification number (ITIN) for each dependent being adding to their coverage. The subscriber will not be allowed to proceed with the online application process if a SSN or ITIN for the dependent(s) being added to coverage cannot be provided.

The NJDPB Health Benefits Bureau conducts periodic audits of SHBP and SEHBP enrollment records. If a subscriber submits an invalid or falsified SSN during the online enrollment process, their dependent(s)' coverage will be terminated.

Foreign Spouse or Child With No SSN or ITIN

If a dependent spouse or child does not have a valid SSN or ITIN, the dependent may still be eligible to be enrolled in the SHBP or SEHBP as long as the subscriber can provide the following documentation in lieu of the SSN or ITIN and the required dependent verification documentation as described previously for each type of dependent.

For each of the visa types listed below, the subscriber must provide a copy of the document indicated. These documents are obtained from the United States Immigration and Citizenship Services (US-CIS).

For an F-2 Visa holder: an I-20 Certificate of Eligibility is required.

For a J-2 Visa holder: a DS-2019 Certificate of Eligibility is required.

For an H-4 Visa holder: an I-797 Approval Notice is required.

Proof of Entry Into the United States

United States Customs and Border Protection (CPB) will issue an I-94 at the port of entry when the dependent spouse and child enters the United States. Effective April 26, 2013, preprinted I-94 forms are normally no longer issued at the point of entry. The subscriber can obtain a copy of the I-94 by visiting the CBP website at: <https://www.cbp.gov/>

The I-94 date of entry into the United States would serve as the event date in establishing the effective date to enroll the dependent spouse and child.

NATIONAL MEDICAL SUPPORT NOTICE

When the NJDPB receives a National Medical Support Notice (NMSN), the dependent child(ren) listed in the notice must be added to the subscriber's health benefits regardless of whether the subscriber wishes to cover the child(ren). No documentation is required to add the dependent child(ren). If the

NJDPB receives a modified NMSN indicating the subscriber is no longer required to cover the dependent child(ren), the NJDPB Health Benefits Bureau will allow the subscriber to remove the child if the subscriber chooses to do so. Coverage will not automatically terminate for the child based on this updated NMSN.

HOW TO OBTAIN DOCUMENTATION

To obtain copies of the documents listed above, contact the office of the town clerk in the city of the birth, marriage, etc., or visit these websites: www.vitalrec.com or www.studentclearinghouse.org

Residents of New Jersey can obtain records from the State Bureau of Vital Statistics and Registration website: www.nj.gov/health/vital/index.shtml

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