

Dependent Verification for University Benefits

The University of Notre Dame requires benefit eligible faculty and staff to provide documentation that supports current spousal or child relationship when enrolling a dependent in University Benefits.

If you are a new employee at the University or have a qualifying event, you will have 31 days from your benefit eligibility or qualifying event date to provide this documentation. If documentation is not received within this timeframe, applicable dependents will not be enrolled. The next opportunity to enroll will be during the University's annual open enrollment period or if you experience a qualifying event.

If you are adding a spouse and/or dependent(s) during the annual open enrollment period, you will have until the second Friday in December to provide this documentation. If documentation is not received within this timeframe, applicable dependents will not be enrolled.

Who is an eligible dependent under the Medical Plan?

- Your legal spouse as defined by the state of Indiana
- Your children up to age 26 who are your biological children, stepchildren, or adopted children
- Disabled children who are unmarried and became disabled prior to age 26, and children for whom you are a court appointed guardian
- Any child for whom you are required to provide coverage under a Qualified Medical Child Support Order (QMCSO)

Who is an eligible dependent under the Vision and Dental Plans?

- Your spouse (per Indiana law) unless legally separated
- Your unmarried children up to age 19; to age 25 if full-time student (minimum of 12 credit hours) who are your biological children, stepchildren, or adopted children
- Disabled children who are unmarried and became disabled prior to reaching plan age limit, and children for whom you are a court appointed guardian
- Any child for whom you are required to provide coverage under a Qualified Medical Child Support Order (QMCSO)

Who is an eligible dependent under the Dependent Life Insurance Plan?

- Your spouse (per Indiana law) unless legally separated
- Your unmarried children up to age 19; to age 25 if full-time student (minimum of 12 credit hours) who are your biological children, stepchildren, or adopted children

Who is an eligible dependent under the Educational Benefits for children of employees?

- Notre Dame Tuition Assistance: Children, Stepchildren, and Children under legal guardianship
- Saint Mary's Tuition Assistance: Daughter or Adopted Daughter
- Other Colleges & Universities Tuition Assistance: Children, Stepchildren, and Children under legal guardianship
- Eligible dependents must be 26 years of age or younger at time of initial application for Educational Benefits

Who is not eligible?

- Your common law spouse
- Your parents
- Your ex-spouse (even if you are legally responsible for providing coverage)
- Your grandchildren, nieces and nephews for whom you are not a court appointed guardian

*The table on page two outlines the acceptable documents to verify eligibility for each type of dependent.
Please note in certain situations, two types of documentation may be required.*

IMPORTANT: Please include your NDID number on all copies of documentation submitted.

Acceptable Dependent Eligibility Documents	
Dependent	Documentation Required
Legal Spouse <i>(The covered employee's legal spouse as defined by the State of Indiana)</i>	<p><u>Documentation must support the current spousal relationship</u></p> <ul style="list-style-type: none"> - Government issued marriage certificate and page one of Federal Tax Return within last 2 years – please black out all monetary amounts and Social Security Numbers OR - Government issued marriage certificate and proof of joint ownership issued within the last 6 months OR - Government issued marriage certificate only (if married in the last 12 months)
Biological Child	<ul style="list-style-type: none"> - Government issued birth certificate
Disabled Biological Child <i>(Unmarried; medically certified as disabled; financially supported by employee and spouse)</i>	<ul style="list-style-type: none"> - Government issued birth certificate and page one of Federal Tax Return within last 2 years claiming child – please black out all monetary amounts and Social Security Numbers
Adopted Child	<ul style="list-style-type: none"> - Adoption placement and petition for adoption OR adoption certificate
Disabled Adopted Child <i>(Unmarried; medically certified as disabled; financially supported by employee and spouse)</i>	<ul style="list-style-type: none"> - Adoption certificate and page one of Federal Tax Return within last 2 years claiming child – please black out all monetary amounts and Social Security Numbers
Stepchild	<ul style="list-style-type: none"> - Government issued birth certificate, government issued marriage certificate and page one of Federal Tax Return within last 2 years – please black out all monetary amounts and Social Security Numbers OR - Government issued birth certificate and government issued marriage certificate (if married within the last 12 months) OR - Government issued birth certificate, government issued marriage certificate and a proof of joint ownership issued within last 6 months
Disabled Stepchild <i>(Unmarried; medically certified as disabled; financially supported by employee and spouse)</i>	<ul style="list-style-type: none"> - Government issued birth certificate, government issued marriage certificate and page one of Federal Tax Return within last 2 years listing spouse and claiming child – please black out all monetary amounts and Social Security Numbers OR - Government issued birth certificate and government issued marriage certificate (if married within the last 12 months) OR - Government issued birth certificate, government issued marriage certificate and a proof of joint ownership issued within last 6 months
Legal Guardian	<ul style="list-style-type: none"> - Government issued birth certificate and court ordered document of legal custody
Disabled Legal Guardian <i>(Unmarried; medically certified as disabled; financially supported by employee and spouse)</i>	<ul style="list-style-type: none"> - Government issued birth certificate, court ordered document of legal custody and page one of Federal Tax Return within last 2 years claiming child – please black out all monetary amounts and Social Security Numbers
Qualified Medical Support Order <i>(Age 18 and under; QMSO must be ordered for the employee)</i>	<ul style="list-style-type: none"> - Qualified Medical Child Support Order