

**Carlynton School District**  
**2022-2023 Employee Benefits Plan Year**  
**Eligible Dependent Verification Requirements**

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**Eligible dependents are defined as:**

- Your legal spouse
- Children including newborn children, stepchildren, children legally placed for adoption, children awarded coverage pursuant to an order of the court, and legally adopted children up to age 26.

**Verification Requirements**

If adding new dependents, proper dependent verification is required:

- Dependent Children: copy of birth certificate showing employee or spouse as the parent, court approved adoption order, or legal guardianship court documents
- Proof of Marital Status:
  - Option 1: Employee's most recent federal tax return, or
  - Option 2: Copy of marriage certificate AND one of the following proving joint ownership: copy of mortgage statement of lease agreement, copy of bank statement, or copy of utility bill, or
  - Option 3: If the marriage occurred within the past 12 months, copy of marriage certificate only