

**Eligibility, Enrollment, and Verification Policies**

The information below outlines who is eligible and ineligible to enroll in the CSEBA benefit plans under CSEBA Board Policy and Bylaws.

**Eligible Employees and Dependents**

- Active employees
- Legally married spouses & registered domestic partners
- Children & Stepchildren up to age 26
- Foster children (CSEBA recommends speaking to your social worker in advance)
- Dependents for whom the member has been awarded legal guardianship up to age 26
- Disabled dependent children, no age limit (with approval from carriers)

**Ineligible Employees and Dependents**

- Grandchildren - *exception is Kaiser Permanente, and only if their parent is a dependent child of the employee and covered under the plan*
- Children for whom the member has been awarded legal custody
- Parents or grandparents
- Ex-spouses
- Domestic Partners not registered with the state

**Dependent Verification Requirements**

The information below outlines the documentation required to verify dependent status under the Department of Labor (DOL), California Department of Insurance (CDI), and the Department of Managed Health Care (DMHC)

**Eligible Dependent Type and Required Documentation**

**Legally married spouses**

- Prior year federal or state tax return - *if you did not file the most recent tax year, the prior year can be accepted. No tax returns past 2 years will be accepted.*
- Marriage certificate - *only if you are newly hired, newly married, and have not filed taxes together*

**Registered domestic partners**

- Prior year state tax return - *if you did not file the most recent tax year, the prior year can be accepted. No tax returns past 2 years will be accepted.*
- Domestic Partnership Certificate issued by the State of CA - *only if you were newly hired, newly registered, and have not filed taxes together*

**Children & stepchildren up to age 26**

- Birth certificate - *Stepchildren must show the spouse listed*
- Tax Return

**Dependents for whom the members have been awarded legal guardianship up to age 26**

- Copies of court documents awarding legal guardianship (not custody)

**Disabled dependent children**

- Letter from the examining physician indicating disability is not temporary or other proof of disability documentation. Medical carriers must approve disabled dependent children.