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Dear Employee,

Our health plan is part of the Cooperative Health Insurance Fund of CNY ("Cooperative"). The Cooperative has determined that we must participate in an ongoing Dependent Eligibility Audit in order to make sure we are only covering the costs of eligible dependents. As a member of the plan, you are required to participate in the audit by providing documentation regarding your dependents covered under the health care plan.

**Who Is Considered a Dependent?**

The following family members are considered eligible dependents: legal spouse, child (biological, adopted, step-child, or legal ward) up to age 26, and disabled child (biological, adopted, step-child, or legal ward) age 26 and older.

**What Do You Need to Do?**

We ask that you provide documentation to prove the eligibility of all dependents listed on your health insurance plan. Please review the eligibility rules and documentation required for each dependent on the back of this letter. Submit required documentation to Shannon Spadafora immediately (interoffice mail: Main Campus, Personnel Office or US Mail: PO Box 4754, Syracuse NY 13221). **Failure to provide documents in a timely manner will result in cancellation of coverage for any dependent(s) not verified.**

**Your Support Is Appreciated!**

We understand that gathering dependent information requires an effort from you and your family. The cost of health coverage is shared by all of us. By taking steps to use the benefits efficiently, we all help to keep costs low and quality of care high. We want to thank you in advance for your cooperation. ALL dependents covered by the health plan must be documented. Contact Shannon Spadafora in the Personnel Office at 315-433-2632 with any questions.

## ELIGIBILITY RULES AND DOCUMENTATION REQUIRED

Below is a list of eligibility rules and documents required to verify your dependent(s). In many cases, at least **TWO** documents are required per dependent. Please read carefully. **DO NOT SEND ORIGINALS!** Send copies only or hand deliver originals for verification – **no documents will be returned**. All copies provided to us will be destroyed upon review and verification of eligibility.

<u>Dependent Type</u>	<u>Age</u>	<u>Eligibility Requirements</u>
<b>Legal Spouse</b>	N/A	▶ The covered employee's husband or wife under Federal Law

**Document Options for Verifying Eligibility** (any one of the following document sets):

- Government Issued Marriage Certificate **AND** Federal Tax Return within last 2 years listing spouse\*  
**\*Only send 1<sup>st</sup> page of tax return that shows your dependents. Black out monetary amounts**
- Government Issued Marriage Certificate **AND** Proof of Joint Ownership issued within last 6 months
- Government Issued Marriage Certificate Only (if married in the last 12 months)

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<b>Biological Child</b>	Up to Age 26	▶ Must be the employee's biological child
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**Document Options for Verifying Eligibility** (any one of the following documents):

- Government Issued Birth Certificate (including Parents' Names).
- If a newborn child (Birth to 3 months of age), you may submit the Hospital Birth Certificate (including Parents' Names)

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<b>Adopted Child</b>	Up to Age 26	▶ Must be the employee or spouse's adopted child
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**Document Options for Verifying Eligibility** (any one of the following document sets):

- Adoption Placement Agreement including Child's Birthdate or Petition for Adoption including Child's Birthdate
- Adoption Certificate including Child's Birthdate

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<b>Step-Child</b>	Up to Age 26	▶ Must be the biological child of the employee's spouse
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**Document Options for Verifying Eligibility** (any one of the following document sets):

- Government Issued Birth Certificate (including Parents' Names), **AND** Government Issued Marriage Certificate **AND** Federal Tax Return within last 2 years listing spouse
- Government Issued Birth Certificate (including Parents' Names) **AND** Government Issued Marriage Certificate (if married within last 12 months)
- Government Issued Birth Certificate (including Parents' Names) **AND** Government Issued Marriage Certificate **AND** Proof of Joint Ownership issued within last 6 months

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<b>Legal Ward</b>	Up to Age 26	▶ Must be the employee or spouse's legal ward
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**Document Options for Verifying Eligibility:**

- Government Issued Birth Certificate **AND** Court Ordered Document of Legal Guardianship of the child to the subscriber or spouse. (Custody agreements or orders do not convey Legal Guardianship.)
- Proof of Financial Dependency