COOK COUNTY BENEFITS CONNECT

Documentation is required for establishing an employee's legal relationship when adding a dependent due to new hire enrollment, during Open Enrollment or as a result of a qualifying life event. Documents written in a language other than English must be accompanied by a certified translation.

When enrolling, you must upload a copy of the required documentation in Employee Self- Service. Required documentation for dependents:

Spouse

- Government-issued marriage certificate

Civil Union Partner

- Government issued Civil Union Partnership Certificate

Domestic Partner

- Government issued Domestic Partnership Certificate

Child

- Natural child up to age 26—government-issued birth certificate with employee's name listed as parent

Stepchild

- Government issued birth certificate indicating your spouse is the child's parent
- Marriage certificate indicating you are married to the child's parent

Adopted child

At time of placement:

- A copy of legal adoption documentation showing placement in employee's home prior to adoption, or
- Interim order with judge's signature and the circuit clerk's file stamp, or
- Petition for adoption with the circuit clerk's file stamp, or
- Pre-adoptive notarized placement agreement establishing the employee's obligation to provide support for the child in anticipation of adoption, or
- Placement papers signed by the court Within

31 days of finalized adoption:

- Final order of adoption issued through court
- Final adoption certificate issued through court

Adult veteran child (ages 26-30)

- Government issued birth certificate, proof of Illinois residency, DD-214 indicating type of discharge.

Parent or Stepparent (BlueAdvantage HMO plan only)

- Completed affidavit for Dependent Parent and Stepparent Coverage
- First page of the employee's federal income tax return from the previous tax year listing the parent/stepparent as a tax dependent
- Government-issued document providing the employee's relationship to a parent, stepparent, or spouse's parent (such as a birth certificate, marriage certificate, or adoption paperwork)

Legal Guardianship

- Court documentation signed by judge and stamped by Circuit Court

Divorce/Legal Separation

- Finalized legal divorce decree or court ordered documentation dated within 31 days of the event

Loss of other Coverage

- Proof of Loss of coverage. Documents must include the date coverage ended and name of person(s) being added to benefits