

**COLUMBUS STATE COMMUNITY COLLEGE
ELIGIBILITY WORKSHEET**

Dependents	Eligibility Definition	Required Documentation
SPOUSE/DOMESTIC PARTNER	<p style="text-align: center;">A member of the opposite sex to whom you are legally married.</p> <p style="text-align: center;">A domestic partner is a member of the same or opposite sex that meets the criteria as outlined in the affidavit.</p>	<ul style="list-style-type: none"> • A copy of the top half of the front page of the employee's most recently filed federal tax return that includes your spouse. <i>You may black out all the financial information and ALL BUT the last 4 digits of your social security number; or</i> • Photocopy of marriage certificate if marriage has occurred within one year of eligibility. • Must include the Working Spouse/Domestic Partner Affidavit • For the domestic partner (DP), at least three of the documents described in the DP Affidavit.
<p style="text-align: center;">CHILDREN</p> <p>Eligible dependent children include:</p> <p style="padding-left: 20px;">Natural Children Step children Legally Adopted Children Children placed for adoption Children for whom legal guardianship has been awarded to employee or his/her spouse/partner</p>	<p>Medical only: Dependent children up to the age of 26 – According to the ACA Definition.</p> <p>Basic Dental, Vision, and Life: Unmarried children residing in the U.S. who are under the age of 19, or up to 25 if there is evidence the children are:</p> <ul style="list-style-type: none"> • Full time students at accredited schools, not regularly employed on a full time basis and who are primarily dependent upon the employee for support and maintenance; • Ordered to be covered by a Qualified Medical Child Support Order or other court or administrative order. <p>Dental Buy-up option – Unmarried children residing in the U.S. who are under the age of 26</p> <ul style="list-style-type: none"> • And they are qualified tax dependents of the employee <p>Please see additional eligibility for Qualifying Disabled Children</p>	<ul style="list-style-type: none"> • <u>Natural Children:</u> Photocopy of birth certificates showing employee's name. • <u>Step Children:</u> Photocopy of birth certificates showing employee's spouse's name and a copy of marriage certificate showing the employee and parent's name. • <u>Adoptions/Legal Guardianships:</u> Photocopy of Affidavits of Dependency, Final Court Order with presiding judge's signature and seal or Adoption Final Decree with presiding judge's signature or seal. • <u>Children of the domestic partner:</u> Photocopy of birth certificates showing the partner's name. • If applicable: A copy of the top half of the front page of the employee's most recently filed federal tax return that includes your child/ren. <i>You may black out all the financial information and ALL BUT the last 4 digits of your social security number.</i>