

Revision Date: January 2016 – State Health Guide

Topic: Health Eligibility Requirements

Subject: Parent-Child Relationship

Pages: 18, 19

Legend: Deleted/Replaced – Added/Revised

~~A child other than an adopted, step, or recognized natural child up to age 26 may be added to your health plan if both of the following criteria are met:~~

- ~~• You have assumed a parent-child relationship~~
- ~~• You are considered the primary care parent~~
- ~~• Evidence of this relationship **may** include assuming responsibilities~~
 - ~~— Providing shelter~~
 - ~~— Clothing~~
 - ~~— Food~~
 - ~~— Child care or education for the child~~

An employee or annuitant may enroll a child, up to the age of 26, (other than an adopted, step or recognized natural child) if the employee or annuitant:

- Has assumed a parental role.
- Is considered the primary care “parent”.
- Submits a signed [Affidavit of Parent-Child Relationship](#) (HBD-40).
- Submits specific documents that substantiate their parental role within that Parent-Child Relationship (PCR).

Upon enrollment, and annually thereafter the employee must:

- Sign the [Affidavit of Parent-Child Relationship](#) (HBD-40), under penalty of perjury, that the information they are providing is true and correct
- Acknowledge that it is unlawful to make false representation or to present false information

~~You have the right to request any and all supporting documentation to substantiate the eligibility determination such as:~~

- ~~• Court records~~
 - ~~• School records~~
 - ~~• Tax returns — 19 years old or younger~~
- ~~Additional proof that a parent-child relationship exists~~

Required supporting documentation for a PCR dependent under age 19 includes:

- A copy of the first page of the subscriber's income tax return from the previous tax year listing the child as a tax dependent.
- In lieu of a tax return, for a time not to exceed one tax filing year, subscribers may submit other documents that substantiate the child's financial dependency upon them, including the following (collectively referred to as "Other Suitable PCR Documentation"):
 - Current legal judgments or court documents showing the subscriber's legal parental status or guardianship over the child
 - Bank, credit card, tuition or insurance statements or payments
 - School records
 - Bills or mail indicating common residency with the child

Required supporting documentation for a PCR dependent from age 19 up to age 26 includes:

- A copy of the first page of the subscriber's income tax return from the previous tax year listing the child as a tax dependent, OR
- Other Suitable PCR Documentation, that substantiates that the child is financially dependent upon the subscriber provided that the child:
 - Either lives with the subscriber for more than 50 percent of the time, or is a full-time student, AND
 - Is dependent upon the subscriber for more than 50 percent of the child's support.

Requirement Type	Supporting Documentation Age (19-26)
Residency (more than 50% of the time)	<ul style="list-style-type: none"> • School records indicating full-time status, bills or mail in the child's name listing the same address as the subscriber, such as: <ul style="list-style-type: none"> - School correspondence - Employment correspondence - Bank statements or correspondence - Vehicle registration, insurance bills/statements - Credit card bills/statements - Rental/lease agreements
Financial Dependence (more than 50% of child's support)	<ul style="list-style-type: none"> • Recurring bills or statements of account, identified as Other Suitable PCR Documentation, paid by the subscriber on behalf of the child, such as: <ul style="list-style-type: none"> - Tuition payments - Cell phone bill payments - Auto loan payments - Auto insurance payments

Requirement Type	Supporting Documentation Age (19-26)
	<ul style="list-style-type: none"> - Credit card payments - Bank statement, custodian account, cancelled checks, or other evidence of financial dependence.

Circular Letter 600-008-15 [Eligibility Criteria for Dependents in a Parent-Child Relationship](#)
 (Attachment 1: [PCR Regulatory Language](#))
 (Attachment 2: [Affidavit of Parent-Child Relationship](#))
 (Attachment 3: [PCR Subscriber Letter](#))
 (Attachment 4: [Employer FAQs](#))

Revision Date: January 2016 – State Health Guide

Topic: Health Enrollment

Subject: Required Health Enrollment Documents

Pages: 28 - 30

Legend: Deleted/Replaced – Added/Revised

Adding a dependent who is in a parent-child relationship	<ul style="list-style-type: none"> • Affidavit of Parent-Child Relationship • Health Benefit Plan Enrollment* • Declaration of Health Coverage 	<p>As the employer, you reserve the right to request any supporting documentation Required supporting documentation for a PCR dependent under age 19 includes:</p>
Adding a dependent who is in a parent-child relationship (continued)	<ul style="list-style-type: none"> • Affidavit of Parent-Child Relationship • Health Benefit Plan Enrollment* • Declaration of Health Coverage 	<ul style="list-style-type: none"> • A copy of the first page of the subscriber's income tax return from the previous tax year listing the child as a tax dependent. • In lieu of a tax return, for a time not to exceed one tax filing year, subscribers may submit other documents that substantiate the child's financial dependency upon them, including the following (collectively referred to as "Other Suitable PCR Documentation"): <ul style="list-style-type: none"> - Current legal judgments or court documents showing the subscriber's legal parental status or duties/guardianship over the child - Bank, credit card, tuition or insurance

<p>Adding a dependent who is in a parent-child relationship</p>	<ul style="list-style-type: none"> • Affidavit of Parent-Child Relationship • Health Benefit Plan Enrollment* • Declaration of Health Coverage 	<p>As the employer, you reserve the right to request any supporting documentation Required supporting documentation for a PCR dependent under age 19 includes:</p>
		<ul style="list-style-type: none"> - statements or payments - School records - Bills or mail indicating common residency with the child
<p>Adding a dependent who is in a parent-child relationship (continued)</p>	<ul style="list-style-type: none"> • Affidavit of Parent-Child Relationship • Health Benefit Plan Enrollment* • Declaration of Health Coverage 	<p>Required supporting documentation for a PCR dependent from age 19 up to age 26 includes:</p> <ul style="list-style-type: none"> • A copy of the first page of the subscriber's income tax return from the previous tax year listing the child as a tax dependent, OR • Other suitable PCR documentation, that substantiates that the child is financially dependent upon the subscriber provided that the child: <ul style="list-style-type: none"> - Either lives with the subscriber for more than 50 percent of the time, or is a full-time student, AND - Is dependent upon the subscriber for more than 50 percent of the child's support.
