

**IMPORTANT NOTICE**  
**TO ALL MARTIN COUNTY SCHOOL DISTRICT EMPLOYEES AND RETIREES WHO ANTICIPATE COVERING DEPENDENTS ON THEIR HEALTH INSURANCE AFTER JULY 1, 2009**

---

Please be advised that it is the intent of the Martin County School District to conduct an audit to verify the eligibility of all dependents enrolled in the District's insurance plans for the 2009 - 2010 plan year. In order for the District to be able to continue to offer employees health insurance at the most affordable cost and with the highest level of benefits possible, the District feels it is necessary to ensure that all dependents enrolled in the District's health insurance are truly eligible to participate.

If you currently have dependents enrolled in the District's insurance plan(s) and will be maintaining enrollment for those dependents in the coming year, or if you enroll any new dependents in the District's insurance plan(s) during the open enrollment period, you will be required to provide documentation verifying the eligibility of such dependents. In accordance with the District's current insurance plan provisions the following individuals are considered eligible to be enrolled as dependents:

- An eligible employee's or retiree's legal spouse
- An eligible employee's or retiree's legal, unmarried child who is under 19 years of age and residing within the United States
- An eligible employee's or retiree's legal, unmarried child from age 19 through the end of the calendar year in which the child reaches age 25 who is:
  - Primarily dependent on the covered employee for financial support; AND
  - Living in the household of the covered employee OR a full-time or part-time student
- An eligible employee's or retiree's legal child from age 26 through the end of the calendar year in which the child reaches age 30 who is:
  - Unmarried with no dependents
  - A resident of Florida OR a full-time or part-time student; AND
  - Otherwise uninsured or not eligible for Medicare

The term child includes all of the following:

- A natural child
- A stepchild
- A legally adopted child
- A child placed for adoption
- A foster child
- A child for whom the covered employee has been court-appointed as legal guardian or legal custodian or a child who is living in a parent/child relationship with the Covered Employee.

Following the close of the open enrollment period, the District will compile a list of dependents enrolled in the District's insurance plans through the confirmation statements obtained from the District's electronic enrollment website. Therefore, it is critical that you review your enrolled dependents during the open enrollment period. Employees and retirees with enrolled dependents will be asked to provide acceptable documentation verifying the eligibility of any dependents that are listed on their confirmation statements. All documentation is required to be turned in to Risk Management/Employee Benefits no later than September 30, 2009. Failure to provide the required documentation by this date will result in termination of coverage for that dependent effective on October 1, 2009.

Dependent Relationship	Document(s) you will need to provide to verify eligibility
Spouse	<ul style="list-style-type: none"> <li>• Copy of State Issued Marriage Certificate <b>AND</b></li> <li>• Copy of 2008 IRS Tax Return (1040 or 1040A) - front &amp; back pages – <i>please note you can black out financial information.</i></li> </ul>
Dependent Child(ren) – Younger than age 19	<ul style="list-style-type: none"> <li>• Copy of State Issued Birth Certificate <b>OR</b> copy of legal guardianship court documents listing the District employee or retiree as legal guardian <b>AND</b></li> <li>• Copy of 2008 IRS Tax Return (1040 or 1040A) - front &amp; back pages – <i>please note you can black out financial information.</i></li> </ul>

**IMPORTANT NOTICE**

**TO ALL MARTIN COUNTY SCHOOL DISTRICT EMPLOYEES AND RETIREES WHO ANTICIPATE COVERING DEPENDENTS ON THEIR HEALTH INSURANCE AFTER JULY 1, 2009**

Dependent Child(ren) – Ages 19 - 25	<ul style="list-style-type: none"> <li>• Copy of State Issued Birth Certificate <b>OR</b> Copy of legal guardianship court documents listed employee as legal guardian <b>AND</b></li> <li>• Copy of Child(ren)'s driver's license or State Issued ID card <b>AND</b></li> <li>• Financial and Residency Affidavit</li> <li>• Copy of child's or parent's 2008 IRS Tax Return (front &amp; back pages) - <i>please note you can black out financial information.</i></li> <li>• Copy of Child's current school schedule (Spring or Summer 2009 only)</li> </ul>
Dependent Child(ren) – Ages 25 - 30	<ul style="list-style-type: none"> <li>• Copy of State Issued Birth Certificate <b>OR</b> Copy of legal guardianship court documents listed employee as legal guardian <b>AND</b></li> <li>• Copy of Child(ren)'s driver's license or State Issued ID card</li> </ul>
Step-Child(ren)	<ul style="list-style-type: none"> <li>• Copy of State Issued Marriage Certificate (in addition to the appropriate dependent child documentation listed above).</li> </ul>
Child(ren) under Legal Guardianship, Custody or Foster Care under age 30	<ul style="list-style-type: none"> <li>• Copy of Legal Guardianship Document from Courts</li> <li>• Copy of Legal Custody Documentation from Courts</li> <li>• Copy of Foster Care Documentation from Courts</li> </ul>
Child(ren) adopted or in the process of adoption under age 30	<ul style="list-style-type: none"> <li>• Copy of Legal adoption documentation showing relationship to employee and placement in the employee's house <b>OR</b> Adoption Certificate issues through Courts</li> </ul>
Grandchild(ren) OR other children not related	<ul style="list-style-type: none"> <li>• Copy of State Issued Birth Certificate of child(ren) stating child was born to an insured dependent child of employee or retiree</li> </ul>

Employees and retirees with dependents enrolled in health insurance after July 1, 2009 are advised that they will be required to comply with this process or may jeopardize maintaining continued coverage for such dependents. You may contact Risk Management/Employee Benefits or the District CIGNA representative as listed below if you have any questions.

**NOTE: If birth certificates or marriage licenses are required, ONLY state issued certificates are acceptable – NO religious documents or registration cards.**

**Vanessa Leyland**  
CIGNA On-Site Rep  
219-1200 X 30313

**Collette Gotte**, Benefits Specialist  
Technician  
219-1200 X 30247

**Stephanie Morris**, Benefits  
219-1200 X 30478

**Linda King**, Risk & Employee Benefits Manager  
219-1200 X 30206

**Carol Paul**, Risk Specialist  
219-1200 x 30206

**Benefits Hotline** email  
[benefitshotline@martin.k12.fl.us](mailto:benefitshotline@martin.k12.fl.us)

\*A random audit of the documentation submitted will be conducted on or before December 31, 2009. Please note that if an employee knowingly commits fraud by enrolling ineligible persons in the District's insurance program, the District will take appropriate disciplinary action.

Any person who knowingly and with the intent to injure, defraud, or deceive any insurer, files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a third degree felony. Florida Statute Ch. 817.234(1)(b)(2000).