



State Center Community College District
 District Benefits Office
 1525 E. Weldon Avenue
 Fresno, CA 93704

Memorandum

TO: All New, Health Benefit Eligible Employees **DATE:** October 18, 2016

FROM: Frances Garza, Benefits Coordinator

RE: Dependent Eligibility Verification for Health Benefit Enrollment

This is to inform all benefit-eligible employees that State Center Community College District (SCCCD) will require dependent eligibility verification in order to enroll a dependent spouse and/or children in the District-sponsored health insurance benefits.

All employees will be required to provide a copy of the following when submitting benefit enrollment forms:

Legally Married Spouse	<ul style="list-style-type: none"> • Original, certified marriage certificate <u>and</u> • Social Security card.
Domestic Partner	<ul style="list-style-type: none"> • Affidavit or copy of Declaration of Domestic Partnership with the California Secretary of State. <u>and</u> • Social Security card.
Biological Child(ren)	<ul style="list-style-type: none"> • Original, certified copy of the birth certificate(s) naming employee as child’s biological parent. <u>and</u> • Social Security card(s).
Step-child(ren)	<ul style="list-style-type: none"> • Original, certified copy of the birth certificate(s) naming current legally, married spouse as the child’s biological parent. <i>Applicable spouse documentation required as well.</i> <u>and</u> • Social Security card(s).
Foster Child, Legal Guardianship, or Grandchildren	<ul style="list-style-type: none"> • Original, certified birth certificate(s), along with court papers showing legal responsibility and/or guardianship of the child(ren). <u>and</u> • Social Security card(s).

You must submit the appropriate dependent verification documents for each dependent you wish to enroll along with your benefit enrollment forms within your 30-day enrollment period. Please submit all documents and forms to the District Benefits Office at 1525 E. Weldon Ave, Fresno, CA 93704.

For questions, please contact the Benefits Office at (559) 244-5933.

Thank you.