

ELIGIBLE DEPENDENTS & REQUIRED DOCUMENTATION

The following is a list of eligible dependents, criteria for eligibility and documentation required:

For more information about the enrollment process and required documentation please contact Human Resources at 517-353-4434 (toll-free 800-353-4434) or at SolutionsCenter@hr.msu.edu.

<u>Relationship to Employee</u>	<u>Criteria for Eligibility</u>	<u>Required Documentation</u>	<u>Plan Eligibility</u>
Spouse	Legal Spouse	Submit the following document*: <ul style="list-style-type: none"> Marriage Certificate 	Medical/Prescription, Dental, Spouse Life, AD&D, Vision
Other Eligible Individual (OEI)	<ul style="list-style-type: none"> The OEI must currently resides with employee and has done so for the last 18 continuous months, other than as a tenant; The OEI Is not the employee’s “dependent” as defined by the IRS; and The OEI cannot be eligible to inherit from you under the laws of intestate succession in the State of Michigan. <p><i>Note: you are allowed to cover one OEI.</i></p>	Submit the following document*: <ul style="list-style-type: none"> Michigan State University Other Eligible Individual Form, which may be downloaded from the MSU Human Resources website at www.hr.msu.edu/benefits. 	Medical/Prescription, Dental, Spouse Life, AD&D, Vision
<p>*In addition to the documents listed above Michigan State University requires that spouses or Other Eligible Individuals (OEI) eligible for health plan coverage through another employer for a minimum employee premium cost as listed in the table of the policy manual, must enroll in that employer’s coverage in order to enroll/maintain coverage through MSU. A Health Plan Affidavit must be completed by employees during their initial enrollment and each year during open enrollment for their spouse or OEI to be enrolled in an MSU health plan. Health Plan Affidavit can be completed online on EBS.</p>			
Children Through Age 26	<p>Children who are biological sons and daughters, step children*, adopted children</p> <p>*Stepchildren - If you are an employee providing documentation for a child of your legal spouse, documentation must also include the required documentation listed for Spouse, even if your Spouse is not covered under the Plan.</p>	<p>Submit <i>one</i> from List 1 (required) and List 2 (if applicable):</p> <p>List 1</p> <ul style="list-style-type: none"> Birth Certificate Divorce Decree/Custody Agreement Adoption Agreement Qualified Medical Child Support Order (QMCSO) <p>List 2</p> <p>If your child is mentally or physically disabled on or prior to age 19:</p> <ul style="list-style-type: none"> MSU Dependent Disability Certification Form 	<p>Medical/Prescription (Up to Age 26)</p> <p>Dental, Child Life, AD&D, Vision (Up to Age 23)</p>
Children Over the Age 26 (Sponsored Dependents)¹	<p>Children who are a biological sons and daughters, step children*, adopted children</p> <ul style="list-style-type: none"> A member of your household; Dependent on you for more than half of their support; Meeting the IRS dependency test² <p>*Stepchildren - If you are an employee providing documentation for a child of your legal spouse, documentation must also include the required documentation listed for Spouse, even if your Spouse is not covered under the Plan.</p>	<p>Submit <i>one</i> from each list:</p> <p>List 1</p> <ul style="list-style-type: none"> Birth Certificate Divorce Decree/Custody Agreement Adoption Agreement Qualified Medical Child Support Order (QMCSO) showing you are required to provide medical coverage for the child. <p>List 2</p> <ul style="list-style-type: none"> Notarized <u>Affidavit of Dependency</u> form. 	Medical/Prescription

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<p>Related Dependents Other Than Eligible Children Through Age 19</p>	<p>Grandchildren, nieces, and nephews who are not legally adopted are eligible if they meet the following criteria:</p> <ul style="list-style-type: none"> • Related to you by blood or marriage or legal adoption; • Unmarried • Legally residing with you • Dependent on you for primary support & maintenance 	<p>Submit <i>one</i> from List 1 & 2 (required) and List 3 (if applicable): List 1</p> <ul style="list-style-type: none"> • Legal Guardianship Papers issued by the courts naming you or your spouse as the dependent’s guardian • A copy of the birth certificate of the grandchild and a copy of the birth certificate of the mother or father of the grandchild <p>List 2</p> <ul style="list-style-type: none"> • Notarized <u>Affidavit of Dependency</u> form <p>List 3 If your dependent is mentally or physically disabled on or prior to age 19:</p> <ul style="list-style-type: none"> • MSU Dependent Disability Certification Form 	<p>Medical/Prescription, Dental, Child Life, AD&D, Vision</p>
<p>Related Dependents Other Than Eligible Children Through Age 25 (Family Continuation Rider)¹</p>	<p>Grandchildren, nieces, and nephews who are not legally adopted are eligible if they meet the following criteria:</p> <ul style="list-style-type: none"> • Related to you by blood, marriage or legal adoption; • Legally residing with you (unless a full-time student at an accredited college or university); • Dependent on you for more than half of their support; • Meeting the IRS dependency test² 	<p>Submit <i>one</i> from List 1 & 2 (required) and List 3 (if applicable): List 1</p> <ul style="list-style-type: none"> • Legal Guardianship Papers issued by the courts naming you or your spouse as the dependent’s guardian. • A copy of the birth certificate of the grandchild and a copy of the birth certificate of the mother or father of the grandchild <p>List 2</p> <ul style="list-style-type: none"> • Notarized <u>Affidavit of Dependency</u> form <p>Or if a full time student</p> <ul style="list-style-type: none"> • Copy of official college/university/institution documentation that indicates full-time student status for current semester. <p>List 3 If your dependent is mentally or physically disabled on or prior to age 19:</p> <ul style="list-style-type: none"> • MSU Dependent Disability Certification Form 	<p>Medical/Prescription, Dental (Up to Age 23)</p>
<p>Related Dependents Other Than Eligible Children Over The Age of 25 (Sponsored Dependent)¹</p>	<p>Grandchildren, nieces, and nephews who are not legally adopted and parents/parents-in-law are eligible if they meet the following criteria</p> <ul style="list-style-type: none"> • Related to you by blood, marriage or legal adoption; • A member of your household; • Dependent on you for more than half of their support; • Meeting the IRS dependency test² 	<p>Submit the following document: Notarized <u>Affidavit of Dependency</u> form</p>	<p>Medical/Prescription</p>
<p>Unrelated Dependents Other Than Eligible Children Through Age 18</p>	<p>Foster Children are eligible if they meet the following criteria:</p> <ul style="list-style-type: none"> • Unmarried • Legally residing with you • Dependent on you for primary support & maintenance 	<p>Submit the following documents:</p> <ul style="list-style-type: none"> • Legal Guardianship Papers issued by the courts naming you or your spouse as the dependent’s guardian • Notarized <u>Affidavit of Dependency</u> form 	<p>Medical/Prescription, Dental, Child Life, AD&D, Vision</p>

1. Enrollment for Sponsored Dependents and Family Continuation Riders cannot be completed online. In order to complete enrollment please contact Human Resources at 517-353-4434 (toll-free 800-353-4434) or at SolutionsCenter@hr.msu.edu.
2. For more information on the criteria for meeting the IRS dependency test contact Human Resources at 517-353-4434 (toll-free 800-353-4434) or at SolutionsCenter@hr.msu.edu.