

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 reside 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.</p> <p>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>			
Biological sons and daughters, stepchildren, and legally adopted children	<p>Children who are biological sons and daughters, stepchildren*, 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 (Through the end of the year dependent turns Age 26)</p> <p>Dental, Child Life, AD&D, Vision (Through the end of the year dependent turns Age 23)</p>
Biological sons and daughters, stepchildren, and legally adopted children over Age 26 (Sponsored Dependents)¹	<p>Children who are biological sons and daughters, stepchildren*, 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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Grandchildren, nieces, nephews, foster children, children of OEI not legally adopted Through Age 23	<p>Grandchildren, nieces, nephews, foster children, children of Other Eligible Individual (OEI)* 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, legal guardianship, foster parent, or Other Eligible Individual (OEI) child; • Unmarried • Legally residing with you • Dependent on you for primary support & maintenance <p>*Other Eligible Individual (OEI) Children - If you are an employee providing documentation for a child of your OEI, documentation must also include the required documentation listed for OEI, even if your OEI is not covered under the Plan.</p>	<p>Submit <i>one</i> from List 1 & 2 (List 2 not required for OEI children) and List 3 (if applicable):</p> <p>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/foster parent. • 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</p> <p>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 (Through the end of the year dependent turns age 23)</p>
Grandchildren, nieces, nephews, foster children, children of OEI not legally adopted Aged 23 through Age 25 (Family Continuation Rider)¹	<p>Grandchildren, nieces, nephews, foster children, children of Other Eligible Individual (OEI)* 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, legal guardianship, foster parent, or Other Eligible Individual (OEI) children. • 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>*Other Eligible Individual (OEI) Children - If you are an employee providing documentation for a child of your OEI, documentation must also include the required documentation listed for OEI, even if your OEI is not covered under the Plan.</p>	<p>Submit <i>one</i> from List 1 & 2 (List 2 not required for OEI children) and List 3 (if applicable):</p> <p>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</p> <p>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</p>
Dependents Other Than Eligible Children Over the Age of 25 (Sponsored Dependent)¹	<p>Grandchildren, nieces, nephews, foster children, children of Other Eligible Individual (OEI)* who are not legally adopted, parents/parents-in-law are eligible if they meet the following criteria:</p> <ul style="list-style-type: none"> • Related to you by blood or marriage, legal guardianship, foster parent or 	<p>Submit the following document:</p> <p>Notarized <u>Affidavit of Dependency</u> form</p>	<p>Medical/Prescription</p>

<p>Other Eligible Individual (OEI) children, legal parent or parent-in-law;</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>*Other Eligible Individual (OEI) Children - If you are an employee providing documentation for a child of your OEI, documentation must also include the required documentation listed for OEI, even if your OEI is not covered under the Plan.</p>		
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1. Not available for Retirees. Enrollment for Sponsored Dependents and Family Continuation Riders cannot be completed online. 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, [Internal Revenue Service | An official website of the United States government \(irs.gov\)](#)

Revised 09/2023