

Eligible Dependents and Supporting Documentation

Eligible Dependents	Definition of Eligible Dependent (medical and dental coverage)	Supporting Documentation
Spouse	Legally married under Minnesota Law	Copy of marriage certificate. If married two years or more, also include the page of prior year federal tax return that lists spouse. Black out financial information.
Biological Children	Eligible until age 26	Copy of child's birth certificate or hospital birth record with employee listed as parent
Adopted Children	Eligible until age 26	Copy of final adoption order or placement order approved by the court
Step Children	Eligible until age 26. Employee must be legally married to child's parent	Copy of the child's birth certificate naming your spouse as the parent and a copy of the marriage certificate for you and your spouse
Disabled Dependent	Dependent is incapable of self-sustaining employment by reason of disability and is chiefly dependent on employee or employee's covered spouse for support and maintenance.	Must provide proof of disabled dependent status to Medica no later than 31 days after child's 26 th birthday. Contact Medica for Request for Extended Coverage form.
Grandchildren	Grandchild of the employee/retiree or spouse who is financially dependent upon employee or spouse and who has resided with employee or spouse continuously from birth	Copy of employee's federal tax return listing child as a dependent and a copy (with employee's current address) of current report card, school registration, physician's statement/bill or day care statement
Legal Ward/Foster Child	Child for whom the employee or spouse has been appointed legal guardian. <i>Note:</i> The child is no longer eligible after legal guardianship ends, typically at age 18.	Copy of court order appointing employee or eligible spouse and the permanent custodial relationship
<p>A person may not be covered twice under the City of Minneapolis medical plan. An employee may not enroll for single coverage and also enroll as a dependent on another employee's medical coverage. Likewise, children of two covered employees may not be covered twice under the City of Minneapolis medical plan.</p>		

How to submit documentation:

1. Write the employee's name and employee ID number on the document
2. Submit through the HR Service Center using the Submit Documentation category
3. If you cannot access the HR Service Center, fax document to 612-284-7989 or mail to Human Resources – Benefits, 250 S 4th St – 100, Minneapolis, MN 55415