CITY OF BALTIMORE
DEPARTMENT OF HUMAN RESOURCES
Employee Benefits
7 E. Redwood Street | 20th Floor
Baltimore, MD 21202
T (410) 396-5830 | TTY 711 | F (410) 396-5216

DEPENDENT & QUALIFIED FAMILY LIFE EVENT

REQUIRED DOCUMENTATION FOR ONGOING ENROLLMENT

Instructions: Documentation is required for newly added dependents and family status changes. Complete this form and attach all required documentation and return all materials within forty-five (45) days of your initial enrollment period, sixty (60) days of your qualified family life event or before the last day of Open Enrollment. Dependents will be removed from coverage if all the required documentation is not received.

EMPLOYEE INFORMATION

First Name: _____ Last Name: _____

Social Security Number (last four digits only): _____ ☐ Employee ☐ Retiree

Date of Birth: _____

Daytime Number: _____ Cell Number: _____

OPTIONS FOR SUBMITTING DOCUMENTATION

Upload documents to Workday:	Fax documents to:	Mail documents to:
https://workday.baltimorecity.gov/login	(410) 396-5216	DHR, Office of Employee Benefits 7 E. Redwood Street | 20th Floor Baltimore, Maryland 21202

NEW DEPENDENT ENROLLMENT

Eligible Dependent Relationships to Employee / Retiree	Dependent Eligibility Criteria	Documentation for Verification of Relationship (Attach a copy of:)
Legal Spouse	Legally married as recognized by the laws of the State or jurisdiction where such marriage is legal	Official Court-Certified State Marriage Certificate (The certificate must be certified and dated by the appropriate State or County official, such as the Clerk of Court.) ***Where can I get a copy of a certificate?*** • From the court in the County or City where the marriage occurred • Maryland: Department of Health Vital Statistics Administration https://health.maryland.gov/vsa/Pages/Home.aspx • Out of State: VitalChek https://www.vitalchek.com/
Children • Birth • Adoption • Stepchild • Permanent Guardianship • Medical Child Support Order • Disabled Child (at age 26 as of December 31st)	• Under age 26 as of December 31st • Required to reside in your home • May be married or unmarried • Provide 100% economic support • Over age 26 and incapable of self-support due to mental or physical incapacity incurred prior to age 26	• Birth: Official State Birth Certificate with name of employee/retiree as child's parent • Adoption: Official court documents and official State Birth Certificate • Stepchild: Official court-certified State Marriage Certificate and official State Birth Certificate with the name of the spouse of the employee/retiree as child's parent • Permanent Guardianship: Official court documents signed by a judge and official State Birth Certificate • Grandchild: Official State Birth Certificate of your child and grandchild showing line of relationship, recent Income Tax Return claiming grandchild and the Certification of Economic Support for Grandchildren Form • Medical Child Support Order: Official Medical Child Support Order requiring employee/retiree to provide health coverage signed by the child support officer or judge • Disable Child: Original Disability Questionnaire Form

ENROLLMENT DUE TO A QUALIFIED LIFE EVENT

Qualified Life Event	Required Documentation (Provide a copy)
Loss of Other Coverage (Employee, Retiree, Spouse, Child)	Letter from Employer or Medical Plan

TERMINATION OF COVERED DEPENDENTS DUE TO A QUALIFIED LIFE EVENT

Qualified Life Event	Required Documentation (Provide a copy)
Death of Spouse or Child	Death Certificate
Divorce	Divorce Decree
Gain of Other Coverage (Employee, Retiree, Spouse, Child)	Letter from Employer or Medical Plan
Marriage of Dependent Child	Official State Marriage Certificate