

DOCUMENTATION REQUIRED FOR SHBP/SEHBP DEPENDENT ELIGIBILITY AND ENROLLMENT FOR COVERAGE UNDER CHAPTER 375, P.L. 2005

The State Health Benefits Program (SHBP) and School Employees' Health Benefits Program (SEHBP) are required to ensure that only employees, retirees, and their eligible dependents are receiving health care coverage under the programs. As a result, the Division of Pensions and Benefits must guarantee consistent application of eligibility requirements within the plans. Over age dependents of employees or retirees (under age of 31 as provided by Chapter 375, P.L. 2005) must submit the following documentation in addition to the *Chapter 375 Enrollment Application*.

DEPENDENTS	ELIGIBILITY DEFINITION	DOCUMENTATION REQUIRED
CHILDREN	<p>Your unmarried children under age 23 who live with you in a regular parent-child relationship; are away at school; or are divorced children living at home provided that they are dependent upon you for support and maintenance.</p> <p>If a single, divorced, or legally separated parent, your children who do not live with you are eligible if you are legally required to support those children. Stepchildren, foster children, legally adopted children, and children in a guardian-ward relationship are also eligible provided they live with you, are under the age of 23, and are substantially dependent upon you for support and maintenance.</p>	<p>Natural Child – A photocopy of the child’s birth certificate showing the name of the employee/retiree as a parent.</p> <p>Step Child – A photocopy of the child’s birth certificate showing the name of the spouse/partner as a parent and a photocopy of marriage/partnership certificate showing the names of the employee/retiree and spouse/partner.</p> <p>Legal Guardian, Adoption, Grandchild(ren), or Foster Child(ren) – A photocopy of Affidavits of Dependency, Final Court Order with the presiding judge’s signature and seal, or Adoption Final Decree with the presiding judge’s signature and seal.</p>
CONTINUED COVERAGE FOR OVER AGE CHILDREN	<p>Certain dependent children may be eligible for continued coverage under the provisions of Chapter 375, P.L. 2005.</p> <p>This includes a child by blood or law who:</p> <p>(1) is under the age of 31; (2) is unmarried or not a partner in a civil union or domestic partnership; (3) has no dependent(s) of his or her own; (4) is a resident of New Jersey or is a student at an accredited public or private institution of higher education with at least 15 credit hours; and (5) is not provided coverage as a subscriber, insured, enrollee, or covered person under a group or individual health benefits plan, church plan, or entitled to benefits under Medicare.</p>	<p>Documentation for the appropriate “Child” dependent type as noted above and a photocopy of the top half of the front page of the employee/retiree’s most recently filed federal tax return* (<i>Form 1040</i>) that includes the child or if the over age child is not listed on the employee/retiree’s tax return, a photocopy of the top half of the child’s most recently filed federal tax return* (<i>Form 1040</i>) and if the child resides outside of the State of New Jersey, documentation of full-time student status must be submitted.</p>

***Note:** On tax forms you may black out all financial information and all but the last 4 digits of any Social Security numbers.

To obtain copies of the documentation listed above, contact the office of the Town Clerk in the city of birth, marriage, etc., or visit these Web sites: www.vitalrec.com or www.studentclearinghouse.org Residents of New Jersey can obtain records from the State Bureau of Vital Statistics and Registration Web site: www.state.nj.us/health/vital/index.shtml