

## DEPENDENT ADMINISTRATIVE PROCEDURE

The cost for health care increases for the plan and all employees when ineligible dependents are covered. We are working hard to ensure that plan dollars go as far as possible in purchasing benefits for Simplot employees and their dependents; it only makes sense to verify that truly eligible dependents are enrolled or removed from the plan.

### **Enrollment**

Upon initial enrollment, or adding a new dependent to the plan during Annual Open Enrollment, you are required to provide supporting documentation for your covered dependents. A photocopy of the following documents will be needed. ***You do not need to provide a certified copy.*** You will be advised if the submitted documentation does not meet the criteria necessary for dependent coverage.

Although we would like to receive your documents as soon as possible, ***you have 90 days from your eligibility date to provide these records to the Employee Service Center.*** Your dependents will be placed in a pending status and submitted claims will not be paid until we receive your dependent documentation. In some events of dropping a dependent, they will continue to be covered until we receive proper documentation.

**NOTE: Any dependents without proper documentation on the 91st day will be considered ineligible for coverage and will not be covered under the Simplot sponsored health program. You will have an opportunity to enroll these dependents during the annual open enrollment window, or if a Change In Status occurs.**

Dependent	Supporting Documentation
Spouse	Marriage License or Certificate
Domestic Partner (Kaiser California HMO Only)	California State Certificate of Registration of Domestic Partnership
Child	Birth Certificate (Newborns – Provide a copy of hospital records or newspaper announcement followed by a copy of the birth certificate)
Student	Birth Certificate and Student Verification Documents
QMCSO (Qualified Medical Child Support Order)	Qualified Medical Child Support Order
Disabled (Handicapped) Child	Birth Certificate and Application to Continue Handicapped Child Coverage
Adopted Child	Placement for Adoption and/or Adoption Decree signed by Judge
Foster Child	Legal document placing the child under your foster care and Foster Child and Stepchild Questionnaire
Step-Child	Birth Certificate <b>and</b> Marriage License or Certificate for Employee and Child's Natural Parent <b>and</b> Stepchild Questionnaire
Legal Dependent Child	Copy of Legal Guardianship

If you do not currently have these documents in your possession, you should contact the appropriate agency or location where the birth or marriage occurred and follow their procedures for obtaining a copy of the document. Many states have information and request forms on-line. You may also want to visit [www.vitalrec.com](http://www.vitalrec.com) on the internet to find information about how to secure records for a specific state.

## Change In Status

A Change in Status occurs when you experience a change that would cause you to make modifications to the plan outside of the Annual Open Enrollment window. This includes adding or dropping dependents.

In the event of one of these status changes, ***you will have 31 days to make a change.*** Depending on what event you are experiencing, proper documentation will need to be provided in order to make the change effective. Below is a list of what documents are required for specific change in status events. A photocopy of the following documents will be needed. ***You do not need to provide a certified copy.*** You will be advised if the submitted documentation does not meet the criteria necessary for dependent coverage.

<b>Change in Status</b>	<b>Supporting Documentation</b>
Employee Loss of Coverage Under Spouse	Spouse's notice of lost coverage from former provider (HIPAA Certification)
Return from Military LOA	Return from active duty orders
Dependent Loss of Other Coverage	Notice of lost coverage from former provider (HIPAA Certification)
Marriage	Marriage License or Certificate
Birth	Birth Certificate (Copy of hospital records or newspaper announcement followed by a copy of the birth certificate)
Adoption	Placement for Adoption and/or Adoption Decree signed by Judge
Step-Child	Birth Certificate <b>and</b> Marriage License or Certificate for Employee and Child's Natural Parent <b>and</b> Foster Child/Stepchild Questionnaire
Foster Child	Official signed legal document placing the child under your foster care and Foster Child and Stepchild Questionnaire
Full Time Student Status	Full Time School Schedule or Full Time Status Letter from School Administration
Divorce	Divorce Decree
Legal Separation	Separation Decree

If these documents are not available to you or you need assistance in locating an acceptable substitute document, please contact the Employee Service Center at 1-800-824-6979 (or ext 7353 in Boise).

Simplot Employee Service Center  
ATTENTION: Supporting Documentation  
P. O. Box 27  
Boise, ID 83707

Documents submitted will be maintained in a secure file. Please include the following "Supporting Documentation Cover Sheet" to ensure that your dependent documents are properly identified with your employee record. Also attached are copies of the Student Verification Questionnaire, Foster Child and Stepchild Questionnaire and Application to Continue Handicapped Child Coverage for your use if these are applicable and you have not previously completed them.

[Supporting Documentation Cover Sheet](#)

[Student Verification Questionnaire](#)

[Foster Child & Step Child Questionnaire](#)

[Application to Continue Handicapped Coverage](#)