



Proof of Eligibility

Proof of Eligibility is required for employees to provide when adding a spouse or children to their insurance plans. The following documents are acceptable forms of documentation.

Spouse

- A copy of the Marriage certificate
- A copy of the front page of your most recent filed federal tax return confirming this dependent as a spouse (this option would be for a qualifying event because if the employee is newly married, the new spouse will not appear on the most recent tax return as “spouse”). Black out financial information.

Children

- A copy of the child’s birth certificate naming you or your spouse as the child’s parent, or appropriate court order/adoption decree naming you or your spouse as the child’s legal guardian. If you have eligible foster children under the terms of legal guardianship, then provide a copy of the agreement.
- A copy of the child’s birth certificate naming you or your spouse as the child’s parent **and** your marriage certificate as proof of the dependent’s relation to the employee. (Stepchildren)
- A copy of the front page of your most recent filed federal tax return showing that you claimed this dependent. Black out financial information.
- Special rules apply for children of divorced spouses.

The social security numbers of the dependents along with the proof of eligibility should be provided to Human Resources and can be sent via secure email to hr@woodcountywi.gov.