

## **Important Dependent Eligibility Information**

If you are newly enrolling a dependent under your coverage, you will receive a letter from Consova regarding the dependent eligibility verification process.

Consova Corporation is an organization working with Catholic Health to confirm eligibility of the dependents enrolled in our plans. As part of the benefits enrollment process, you will be required to submit the appropriate documentation for each of your enrolled dependents directly to Consova. The form of documentation you need to provide will depend on the dependent's relationship to you. Some examples are listed below

<b><u>Relationship</u></b>	<b><u>Type of Documentation Needed to Verify Eligibility</u></b>
Spouse	Marriage Certificate; AND Federal Tax Return
Biological Child	Birth Certificate showing employee as the parent
Stepchild	Birth Certificate; AND Spouse documentation (Marriage Certificate and Federal Tax Return)
Qualifying Relative (grandchild)	Birth Certificate; AND Federal Tax Return claiming dependent as a qualifying relative
QMCSO Child	Signed Qualified Medical Child Support Order (QMCSO)

For more information on dependent eligibility, please visit [www.benefitsgo.com/chsli](http://www.benefitsgo.com/chsli) – click on the Enrollment Materials tab, and select Enrollment Eligibility.

**Please keep in mind, failure to provide the appropriate supporting documentation for your dependents will result in termination of their coverage retroactive back to the effective date of enrollment. Your next opportunity to enroll a dependent would be during the Annual Open Enrollment period for coverage beginning January 1<sup>st</sup> of the following year.**

If you have any questions, please contact MYHR at 516-705-6947.