

Crete Carrier Dependent Verification/Certification Guidelines

If an employee is covering a spouse or eligible dependent under Health, Vision, or Dental, they **must** submit verification of dependent eligibility through ADP DVS (our Dependent Verification System).

Employees must do this within 31 days of their hire date or within 31 days of the qualified change. Failure to provide appropriate documentation/certification of the dependent within 31 days will cause the dependents to not be enrolled in any elected health care, dental, or vision benefits.

The following are considered appropriate documents to prove dependent status:

Dependent Type	Documentation Required
Spouse	A copy of your government issued Marriage Certificate*
Biological Child	A copy of the child's government issued Birth Certificate with the parent's names or a Qualified Medical Child Support Order
Adopted Child	A copy of the Order of Adoption or similar Court Order, Evidence of Placement for Adoption, or Qualified Medical Child Support Order
Step-Child	A copy of your government issued marriage certificate and the child's government issued birth certificate with the parent's names, Order of Adoption or similar Court Order, or Evidence of Placement for Adoption
Child under your Guardianship	A copy of the Order of Guardianship or similar Court Order
Child requiring Age-Out extension due to disability**	In addition to the above listed child documentation, documentation of Disability, such as a Disability Determination from the Social Security Administration

*If you are claiming common law marital status, please contact the Benefits Department for further instructions.

**A child will "age out" upon reaching the age of 26, unless the child is shown to be disabled.

To submit documentation:

ADP will mail a letter home with a fax cover sheet. If you are choosing to fax the documentation to ADP, it MUST include their cover sheet, or they will NOT process it.

If you are processing a Change of Status online (<http://my.adp.com>), you may upload the documentation there. First time users: Registration code: Crete-1234, Employee ID: YOUR SSN

Important Information:

- To follow up on your submissions, please contact ADP via telephone at 800-553-3823
- If you need to order documents (marriage certs/birth certs/etc.), you may order them at www.vitalchek.com
- ADP will send **THREE** letters home to remind you if you have not submitted documentation. **It is up to you to follow up with ADP to ensure your documentation has been received** and approved. Any questions on your verification documents MUST be addressed to ADP. You may contact ADP via telephone at 800-553-3823