



Dependent Types, Definitions, and Proof Documentation

If you plan to enroll dependents in benefit coverages, you must first provide proof of eligibility for each dependent and add your dependents to each applicable benefit *within 31 days of the life event date* (ie: date of hire, date of birth, date of marriage, etc.).

Dependent Types	Definition of Dependent	Eligible Benefits and Proof Documentation
Spouse	Your spouse is the individual to whom you are legally married (recognized marriage under state law).	<p>Eligible Benefits: Medical, Dental, Vision, Spouse Life, Accidental Death and Dismemberment (AD&D), Critical Illness, Accident, Hospital Indemnity, Legal Services, and ID Theft.</p> <p>Proof Documentation:</p> <ul style="list-style-type: none"> • Copy of Marriage Certificate that includes the names of the parties and the date of marriage • Copy of the front-page of 1040 Tax Form with SSN blacked out
Married/Unmarried Children up to age 26	<p>Natural children, stepchildren, adopted children, and foster children (if employee is the legal guardian) up to age 26*</p> <p>*coverage terminates as of the last day of the month in which the child dependent turns age 26 years</p>	<p>Eligible Benefits: Medical, Dental, Vision, Child Life, Accidental Death and Dismemberment (AD&D), Critical Illness, Accident, Hospital Indemnity, Legal Services, and ID Theft.</p> <p>Proof Documentation:</p> <ul style="list-style-type: none"> • Copy of a Birth/Adoption Certificate • Hospital Confirmation of Birth that includes name of child, names of parents, and birth date (temporary dependent proof for adding newborns to coverage) • Photocopy of Court Document indicating legal guardianship of foster child • Copy of 1040 Tax Form with SSN blacked out <p>Note: Child Life and AD&D insurance are available for children up to age 26, provided they are not covered under another group life policy (as an employee or spouse)</p>
Disabled Dependent age 26 or older	Natural children, stepchildren, and adopted children age 26 or older and primarily supported by you, and incapable of self-sustaining employment by reason of mental or physical disability.	<p>Eligible Benefits: Medical, Dental, Vision, Child Life, Accidental Death and Dismemberment (AD&D), Critical Illness, Accident, Hospital Indemnity, Legal Services, and ID Theft.</p> <p>Proof Documentation:</p> <ul style="list-style-type: none"> • Copy of a Birth/Adoption Certificate • Copy of 1040 Tax Form with financial information blacked out <p>Note: To add/keep a disabled, adult child (age 26+) on medical coverage, Aetna must be contacted at 1-866-276-1820 to obtain the forms necessary to verify the disability status (HR Rep can also supply these forms). Employee and Physician Statement forms must be completed and returned to Aetna, along with supporting documentation (if any). A decision can usually be expected within 30-60 days of receipt of required documents. The decision to approve the disabled adult child and for what time period will be made by Aetna. Upon approval, the disabled child can be added to the applicable benefits.</p>

Online: Easily upload via single sign-on (SSO), by clicking [here](#). Otherwise visit www.huberbenefits.com to log in using your credentials

Fax: 1-866-440-8220

Mail: J.M. Huber Benefits Service Center
 Attn: Dependent Verification Dept.
 P.O. Box 1227
 Bellaire, TX 77402

Questions? You may contact the Benefits Service Center at **1-844-347-9035**.