DEPENDENT ELIGIBILITY GUIDELINES

Please review carefully to determine your dependent(s) eligibility and the appropriate documents that you will be required to submit. **The District will not be able to provide you with any documents previously submitted.** You will need to provide one or more documents for each individual covered under one of the following dependent categories:

- **Spouse:** 1st page of 2025 tax form or EXTENSION for 2025, in addition to your 2024 IRS tax forms. Also provide spouse's social security number. Your spouse is NOT your LEGAL dependent if you file separately UNLESS your tax return states "married filing separately". Souvenir or original marriage certificates will only be accepted for newly married individuals (6 months or less).
- **Domestic Partner:** Domestic Partner Registration. You will need to provide a copy of your "Declaration of Domestic Partnership" certificate that provides proof of eligibility requirements for domestic partnership under the State of California, Family Code section 297. State of California Guidlines website may be found at: https://www.sos.ca.gov/registries/domestic-partners-registry. In addition, provide partner's social security number.
- **Birth Child:** Birth Certificate or 1st page of 2025 tax form, or EXTENSION for 2025, in addition to your 2024 IRS tax forms. Hospital certificates are acceptable within the first six months from the newborn's date of birth. In addition, provide dependent child's social security number.
- **Dependents between the age of 19 through age 26 to include birth children, stepchildren, adopted and foster children, and legal guardianship:** 1st page of 2025 tax form or EXTENSION for 2025 in addition to your 2024 IRS tax forms showing dependent status, or birth certificates. Also, provide dependent's social security number(s).
- **Step Children:** 1st page of 2024 tax form or EXTENSION for 2025 in addition to your 2024 IRS tax forms. Also provide dependent step child's social security number.
- **Adopted, Foster Children, or Legal Guardianship:** 1st page of 2025 or EXTENSION for 2025, in addition to your 2024 IRS tax forms and court documents showing legal responsibility for the child(ren). Also provide dependent child's social security number.

We understand that some employees will not have birth certificates or marriage licenses at this time, which is why we will accept the first page of your 2025, or EXTENSION for 2025, in addition to your 2024 Federal tax forms. The following web sites can help you find the documents you may need.

www.vitalchek.com

www.usbirthcertificate.net

www.dhs.ca.gov/hisp/chs/OVR/birthordercert.htm

www.ss.ca.gov/dpregistry/index.htm