

****IMPORTANT** - If you will be enrolling a dependent (spouse and/or child(ren)) onto your Novant Health **medical plan that has not been previously covered**, you must upload documentation that verifies the individual(s) you are enrolling are your eligible dependents. Additionally, if the dependent you are enrolling is your spouse, you must also upload documentation that verifies your spouse is not eligible for other group medical insurance, such as through their employer, if employed.

Eligible Dependents	Required Information
Spouse	<p>Photocopy of pages 1 and 2 of the team member's 2022 or 2023 federal tax return that includes the team member's spouse, you may remove all financial information and all but last 4 of SSN. If you do not file joint tax returns:</p> <ul style="list-style-type: none"> You must provide a photocopy of your marriage certificate, AND proof of joint debt/ownership. The proof of joint debt/ownership must show the team member and spouse names and dated within the past 90 days. <p>Spouse Mandate: You must also provide documentation that your spouse is not eligible for other group medical insurance.</p> <ul style="list-style-type: none"> Copy of current proof of receipt of unemployment benefits. A letter from spouse's employer validating that they are not eligible for coverage through their employer (must be dated Nov. 1, 2023 or later) Current year federal income tax filing that verifies that spouse is self-employed, unemployed, homemaker, disabled, or retired (if self-employed must also provide copy of Schedule C). A copy of the social security disability award letter.
Child (up to age 26)	<p>Photocopy of front page of the team member's 2022 or 2023 federal tax return that includes the child (you may remove all financial information and all but the last 4 of the SSN).</p> <p>If the child is not listed on your tax returns:</p> <ul style="list-style-type: none"> Provide a photocopy of the birth certificate showing team member's name. <p><i>Child dependents may be covered through the last day of the month in which they turn 26.</i></p>
Stepchild	<p>Photocopy of the front page of the employee's current federal tax return that includes the child (you may remove all financial information and all but the last 4 of the SSN)</p> <p>If the child is not listed on your tax returns:</p> <ul style="list-style-type: none"> You must provide a photocopy of birth certificate showing spouse's name AND a marriage certificate to verify you are married to the child's biological parent.
Legal Dependent	<p>Photocopy of the team member's 2022 or 2023 federal tax return that includes the child (you may remove all financial information and all but the last 4 of the SSN).</p> <p>If the child is not listed on your tax return:</p> <ul style="list-style-type: none"> You must provide applicable court documentation (i.e. Qualified Medical Child Support Order, Adoption Decree, Final Court Custody papers).

Please note: You may not elect coverage for dependents if your dependents are covered as an employee under any Novant Health plans. No person can be insured as a dependent of more than one employee under our plans.