

Document Requirements

Document options listed below are primary document options presented in the Verification Request Notice and the Reminder Notice.

Period	Requirement	Primary Documents Required (printed on Audit Notices)	Verify rules and alternate documents (not printed on Audit Notices)
Legal Spouse (LS)			
BrightSpring Eligibility Verification	Your husband or wife under federal law	Government-Issued Marriage Certificate. ¹ OR Most Recent Federal Tax Return Issued Listing Spouse. OR Proof of Joint Ownership Issued Within Last 6 Months AND Federal tax return Within last 2 years listing spouse.	Verify rules: Same or opposite sex. Alternate documents: Standard alternate documents apply.

Notes/Additional Rules:

Justification for two-document requirement: Proof that the relationship initially existed, and proof that the relationship still exists.

Legal Spouse includes both same and opposite sex spouses.

If only allowing current filing year for federal tax return (non-standard), the tax year will change on April 16 of the each year.

¹ Please be advised that some states do not allow photocopying of vital records including marriage and birth certificates (ex. WI). Photocopies include faxing and scanning for online submission. In the event an employee's vital record is not able to be photocopied, the employee should submit their documentation via USPS. Employees should obtain a copy of their vital record to submit from their state or county office (non-certified is acceptable) as the document will not be returned

Period	Requirement	Primary Documents Required (printed on Audit Notices)	Verify rules and alternate documents (not printed on Audit Notices)
Domestic Partner (DP)—Age 18 and over			
Affidavit Allowed: Yes; will utilize the standard Affidavit			
BrightSpring Eligibility Verification	<p>Your same- or opposite-sex domestic partner, both meet the following requirements:</p> <ul style="list-style-type: none"> ▪ He or she receives more than 50% of his or her financial support from you; ▪ He or she lives with you (shares a personal residence) for the full tax year (except for temporary reasons such as vacation, military service or education); ▪ He or she is a citizen, national or legal resident of the United States; or a resident of Canada or Mexico; or is a child being adopted by a US citizen or national; ▪ He or she is not a section 152 qualifying child dependent on another taxpayer's filed return or is a section 152 qualifying child dependent on another taxpayer's return where the filing is only to obtain a refund of withheld income taxes; and ▪ Your relationship is not in violation of any local laws. 	<p>Certificate of Domestic Partner Registration or Affidavit of Domestic Partnership.</p> <p>OR</p> <p>Proof of Joint Ownership Issued Within Last 6 Months AND Federal Tax return within Last 2 Years Listing Domestic Partner.</p> <p>OR</p> <p>Most Recent Federal Tax Return Listing Domestic Partner.</p>	<p>Verify rules: Dependent Partners can't be enrolled in the BlueCross BlueShield of Michigan plan</p> <p>Alternate documents:</p>

Notes/Additional Rules:

Justification for two-document requirement: Proof that the relationship initially existed, and proof that the relationship still exists.

If only allowing current filing year for federal tax return (non-standard), the tax year will change on April 16 of each year.

Period	Requirement	Primary Documents Required (printed on Audit Notices)	Verify rules and alternate documents (not printed on Audit Notices)
Newborn Child (NC)—Up to 3 Months of Age			
BrightSpring Eligibility Verification	Must be your biological child under 3 months of age	Non-Government-Issued Birth Certificate (including parents' names)	Verify rules: N/A Alternate documents: N/A

Notes/Additional Rules:

Biological Child (BC)—Up to Age 26			
BrightSpring Eligibility Verification	Must be your biological child	Government-Issued Birth Certificate ² (including parents' names)	Verify rules: N/A Alternate documents: Standard alternate documents apply.

Notes/Additional Rules:

² Please be advised that some states do not allow photocopying of vital records including marriage and birth certificates (ex. WI). Photocopies include faxing and scanning for online submission. In the event an employee's vital record is not able to be photocopied, the employee should submit their documentation via USPS. Employees should obtain a copy of their vital record to submit from their state or county office (non-certified is acceptable) as the document will not be returned.

Adopted (AC)—Up to Age 26			
BrightSpring Eligibility Verification	Must be your adopted child	Adoption Certificate (including child's date of birth) OR Adoption Placement Agreement or Petition for Adoption (including child's date of birth)	Verify rules: May be the adopted child of spouse or partner. Spouse or partner documentation required to verify. Alternate documents: Standard alternate documents apply.

Notes/Additional Rules:

Adopted children with a reissued government-issued birth certificate listing the employee as the parent will verify as a biological child.

Stepchild (SC)—Up to age 26

BrightSpring Eligibility Verification	Must be your spouse's child	Child of Legal Spouse Government-Issued Birth Certificate (including parents' names) AND Government-Issued Marriage Certificate OR Government-Issued Birth Certificate (including parents' names) AND Proof of Joint Ownership Issued Within Last 6Months AND Federal Tax Return Issued Within Last 2 Years Listing Spouse OR Government-Issued Birth Certificate (including parents' names) AND most recent Federal Tax Return Listing Spouse.	Verify rules: Same or opposite sex spouse. Alternate documents: Standard alternate documents apply.
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Notes/Additional Rules:

Justification two-document requirement: Proof that the relationship initially existed, and proof that the relationship still exists.

Legal spouse includes both same and opposite sex spouses.

If only allowing current filing year for federal tax return (non-standard), the tax year will change on April 16 of each year

Domestic Partner (DP)—Child(DPC) – Up to age 26

Affidavit Allowed: Yes; will utilize the standard Affidavit

BrightSpring Eligibility Verification	Must be your domestic partner's child	Government-Issued Birth Certificate (including parents' names) AND Affidavit of Domestic Partner or Certificate of Domestic Partner Registration. OR Government-Issued Birth Certificate (including parents' names) AND Proof of Joint Ownership Issued Within Last 6 Months AND Federal Tax Return Issued Within Last 2 Years Listing Domestic Partner. OR Government-Issued Birth Certificate (including parents' names) AND most recent Federal Tax Return Listing Domestic Partner.	Alternate documents: Standard alternate documents apply.
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Legal Ward (LW)—Up to age 26

BrightSpring Eligibility Verification	Must be your legal ward as ordered by the court	Government-Issued Birth Certificate and Court-Ordered Document of Legal Custody	Verify rules: May be the legal ward of spouse or partner. Spouse or partner documentation required to verify. Alternate documents: Standard alternate documents apply.
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Notes/Additional Rules:

Guardianship must be ordered by the court.

Qualified Medical Child Support Order (QMCSO)—Up to age 26

BrightSpring Eligibility Verification	Qualified Medical Child Support Order must be ordered for you (or your spouse)	Qualified Medical Child Support Order	Verify rules: May be the QMCSO of spouse or partner. Spouse or partner documentation required to verify. Alternate documents: N/A
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Disabled Dependents—Age 26 and Over

BrightSpring Eligibility Verification	Same criteria as above for a BC, AC, SC, DPC, and LW with the additional requirements: <ul style="list-style-type: none">▪ Must be mentally or physically incapacitated▪ Must be primarily dependent on you for support	<ul style="list-style-type: none">▪ Disabled Biological Child (DBC)—same as BC plus Federal Tax Return Issued Within Last 2 Years Claiming Child▪ Disabled Adopted Child (ADC)—same as AC plus Federal Tax Return Issued Within Last 2 Years Claiming Child▪ Disabled Step Child (DSC)—Legal Spouse—same as SC plus Federal Tax Return Issued Within Last 2 Years Claiming Child▪ Disabled Domestic Partner Child (DPD)—same as DPC plus Federal Tax Return Issued Within Last 2 Years Claiming Child▪ Disabled Legal Ward (DLW)—same as LW plus Federal Tax Return Issued Within Last 2 Years Claiming Child	<p>Verify rules: Same criteria as above for a BC, AC, SC, DPC, and LW</p> <p>Alternate documents: Standard alternate documents apply.</p> <p>(Note: Disabled Adopted Child – cannot verify as disabled dependent with a placement agreement or petition)</p>
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Notes/Additional Rules:

Adopted children with a reissued government-issued birth certificate listing the employee as the parent will verify as a disabled biological child.