

WVU Division of Human Resources-Benefits Administration

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**WVU Employee Benefits Dependent Identification Card
Application Form**

Employee Information:

Last Name:	First Name:	Date:
Employee ID #:	Phone:	Email:
Address:	City, State:	Zip Code:
Change Type: <input type="checkbox"/> New Enrollment <input type="checkbox"/> Add a Dependent <input type="checkbox"/> Drop a Dependent		

Dependent Information:

Other Qualified Adult

Last Name:	First Name:
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Other Qualified Children

Last Name:	First Name:	Date of Birth:

Documentation:

Eligibility Requirements

For a list of specific documentation requirements, please refer to the WVU HR Employee Benefits Website, benefits.hr.wvu.edu.

Copies of dependent verification documents must be received by the WVU Benefits Administration Office before Dependent Eligibility ID card applications can be processed.

For more information regarding WVU benefits and eligibility requirements, please see the WVU Benefits Administration website, benefits.hr.wvu.edu.

Documents Received

Other Qualified Adult

Marriage, civil union, or domestic partnership certificate

or

Proof of Address

Proof of Financial Interdependence

Proof of Beneficiary

Other Qualified Children

Birth Certificate(s) for _____ child(ren)

Court Documents

Employee Signature

Date

Other Qualified Adults Eligibility Requirements

Other Qualified Adults (OQAs) are defined as individuals who reside with and are financially interdependent with the employee. For the purposes of registering an OQA for WVU-administered benefits, the individual will automatically qualify as an OQA if he or she is a benefits-eligible employee's spouse in a same-sex marriage or civil union, or partner in a recognized domestic partnership. Otherwise, the individual must meet the following criteria:

1. Employee and Other Qualified Adult currently share a primary residence and have shared a residence continuously for at least 6 months (lease, mortgage, tax filing (1st page), property tax).
2. Other Qualified Adult is not eligible to inherit from Employee under the laws of intestate succession in the state of West Virginia.
3. Neither Employee nor Other Qualified Adult is legally married in West Virginia.
4. At least one of the following is true:
 - Employee and Other Qualified Adult have a joint checking account, or
 - Employee and Other Qualified Adult have a joint savings account, or
 - Employee and Other Qualified Adult have a joint credit account, or
 - Employee and Other Qualified Adult jointly own real property.
5. The Other Qualified Adult has been designated as the primary beneficiary for at least one of the following:
 - A life insurance contract Employee holds, or
 - Employee's will, or
 - A retirement contract (including IRA, 401(k), 403(b), or pension plan) Employee holds.

Dependents of OQAs:

In addition to eligibility for an OQA, an Employee may also register the qualified child(ren) of an OQA. The dependent children of an OQA are eligible for benefits through the end of the month they turn 25 if they:

- Live primarily with the Employee, even if they are temporarily away from home attending school; and
- Are claimed as a dependent on the Employee's or OQA's most recent income tax return; and
- Are not eligible for coverage through the University as an employee; and
- Are not already covered through the University as a dependent on another University employee's coverage.

Documentation:

Any of the following documents may be used to demonstrate the eligibility of the OQA and/or OQA's dependent:

- Proof of residence/address
 - Joint leases or mortgage for the domicile
 - Tax filings
 - Property tax slips
- Joint checking, savings or credit accounts
- Real estate deed
- Designation as primary beneficiary in life insurance policy, estate planning, or retirement account
- Adoption or guardianship papers
- Durable power of attorney

*It is the responsibility of the employee to change the status of any adults or dependents associated with their employment status. An employee can do this by contacting the Benefits Unit in the Division of Human Resources at 293-5700 x.4 or benefits@mail.wvu.edu.