Banner Health

Dependent Eligibility Matrix

A dependent is someone, like a child or a spouse, who receives benefits under your plan. When adding your dependent(s), please provide the required documentation to ensure there is no interruption with your coverage. You can provide this information easily by uploading your documents in **MyWorkday**. To determine which documents to submit, see the Eligibility Matrix on the following page.

Add Dependents

1. Open the Benefits application from the **MyWorkday homepage**.
2. Click the **Dependents** button under the Change section.
3. Click **Add**.
4. Click the **Edit** icon or click in the fields to modify. Red asterisks * denote required fields.
5. Click the **Add** button to add new information, like Primary Phone, Primary Email or National IDs.
6. Click **Select files** to upload supporting documentation. Select **Benefits** in the document category section.
7. Click **Submit** to finish. You can also click **Save for Later** or **Cancel**.

NOTE: Add dependent(s) first and then Change Benefits. If you add an additional dependent, you will still need to change your Benefits elections to cover your new dependent, through Open Enrollment or by selecting Change > Benefits in the Benefits application. You may also need to update your federal tax elections.

Moving out of area?

You'll need to provide documentation, just like you would when adding a dependent. Secure documents include arrival-departure records, forms I-94, I-94W or I-95, or your admission stamp, I-551, upon entry into the country.

Questions?

If you have questions or need assistance, please contact the **Benefits Resource Center** at **833-849-9825**, 7 a.m. - 7 p.m. (MST), Mon. – Fri.

Dependent Type	Eligible Dependent Definition	Required Documentation for Proof of Eligibility
Legal Spouse	A person of the same or opposite sex who is legally married to a team member.	» **Tax Return** — page one of the employee's **most recent** federal or state tax return, financial information can be blacked out. The form must show "married filing jointly" or "married filing separately" with spouse's name indicated, **OR** » **Marriage Certificate**
Common-law Spouse	In those states that recognize common law marriage, it's a union of a man and a woman who mutually agree to represent themselves as husband and wife without the formality of a wedding. This union creates a legally married couple and can only be dissolved by a divorce or death.	» **Affidavit of Common-law Marriage** — complete and submit affidavit. Document available on the **Benefits Document Portal**. » **Common Law Affidavit**
Domestic Partner	A person of the same or opposite sex with whom you have entered into a domestic partnership where both of you are 18 years or older and are not married nor have another domestic partner or spouse and reside together in the same principal residence.	» **Affidavit of Domestic Partnership** — complete and submit affidavit. Document available on the **Benefits Document Portal**. » **Domestic Partnership Affidavit**
Child (employee's, spouse's or domestic partner's child)	Child(ren) covers the following until the age of 26: **a)** Natural child **b)** Stepchild **c)** Legally adopted child or a child legally placed for adoption **d)** Child by legal guardianship **e)** Domestic partner's child **OR** Your child who is age 26 or older and incapable of self-support because of a mental or physical disability and meets the IRS definition of a tax qualified dependent.	» **Tax Return** — page one of the most recent federal or state tax return, financial information can be blacked out. It must include the name of the parent and the child, **OR** » **Birth Certificate** — must include the name of the employee, spouse or domestic partner, name of the child and the date of birth, **OR** » **Hospital Footprints (valid within first 60 days following birth)** — must list full legal name of the baby and date of birth (not acceptable: Baby boy or Baby girl), **OR** » **Immunization Records (valid within first 60 days following birth)** — must list the full legal name of the baby and date of birth (not acceptable: Baby boy or Baby girl), **OR** » **Hearing Screening test (valid within first 60 days following birth)** — must list the full legal name of the baby and date of birth (not acceptable: Baby boy or Baby girl), **OR** » **Adoption Paperwork** — adoption paperwork must reflect that the child is the child of the employee or employee's spouse/domestic partner and contain the following information: name of the adoptive parent, name of child, judge's signature and date, **OR** » **Court Order** — court order must state that the employee or employee's spouse/domestic partner is the child's legal guardian and contain the following information: name of legal guardian (employee, spouse or domestic partner), name of the child, judge's signature and date, **OR** » **Divorce decree, court order or Qualified Medical Child Support Order (QMCSO)** — declaring the employee or employee's spouse/domestic partner to be legally responsible for providing health coverage for the child. This must include the name of the parent and the child and date.