

**HARRISBURG AREA COMMUNITY COLLEGE
DEPENDENT VERIFICATION**

STEP 1: Review the list of the dependents you have enrolled and match each of them to a dependent type listed in the "Eligibility Rules and Documentation Required", Section.

STEP 2: For each dependent type, you will find the eligibility requirements and a list of document options required to verify that particular dependent type.

STEP 3: Once you have matched your dependents to types, gather all the necessary documents and forward them to the Human Resources Department:

Mail: HACC, One HACC Drive, Harrisburg PA 17110, attention Janet Walker
Fax: 717-901-4531
Email: msgray@hacc.edu

If you have any questions or need assistance, please call Janet Walker, Benefits Coordinator at 717-736-4124 or email msgray@hacc.edu

THINGS TO REMEMBER

- **SEND COPIES ONLY!**
- Black out social security numbers that appear on any documents submitted
- Proof of marriage must be a government-issued marriage license or marriage certificate.
- Birth certificates must be government-issued birth certificates listing parent names.
- Documents proving joint ownership are: Mortgage statements, credit card statements, bank statements, property tax statements, and current, non-expired residential leasing agreements listing both parties names as co-owners. The joint ownership may be established prior to the current year; however, the statement provided must be issued within the last six months, or still current if a residential lease.
- Only send the first page of your prior year federal tax return that shows your dependents.
- Black out all monetary amounts appearing on federal tax returns, for example earnings listed on your 1040.

ELIGIBILITY RULES AND DOCUMENTATION REQUIRED

Below is a list of eligibility rules and documents required to verify your dependent(s). In most cases, at least TWO forms of documentation are required for dependents.

Dependent Type: Legal Spouse

Eligibility Requirements:

Your husband or wife under Federal Law

Documents needed to verify eligibility:

Government Issued Marriage Certificate and Federal Tax Return Within Last 2 Years Listing Spouse

OR

Government issued marriage certificate and proof of joint ownership issued within last 6 months

OR

Government issued marriage certificate only (if married within the last 12 months)

Dependent Type: Domestic Partner (Age 18 and over)

Eligibility Requirements:

Your same-sex or opposite sex domestic partner registered with a state that allows for same-sex or opposite sex domestic partner relationships and meets the following requirements:

- Must be capable of consenting to the domestic partnership
- Must be each other's sole domestic partner in a long-term committed relationship and intend to remain so indefinitely
- Must share a common residence
- Must not be related by blood in a way that would prevent you from being married to each other
- Must be financially interdependent
- Must not be legally married to someone else or be a member of another domestic partnership

Documents needed to verify eligibility:

Affidavit of Domestic Partnership and proof of joint ownership issued within 6 months

Dependent Type: Biological Child (age birth to 26th birthday)

Eligibility Requirements:

- Must be your biological child

Documents needed to verify eligibility:
Government issued birth certificate (including parents names)

Dependent Type: Disabled Biological Child (age 26 and over)

Eligibility Requirements:

- Must be Biological child
- Must be unmarried
- Must be medically certified as disabled

Documents needed to verify eligibility:
Government issued birth certificate (including parent's names)
Medical certificate of disability

Dependent Type: Adopted Child (age birth to 26th birthday)

Eligibility Requirements:

- Must be your or your legal spouse's adopted child

Documents needed to verify eligibility:
Adoption placement agreement (including child's date of birth) or Petition for Adoption (including child's date of birth)
OR
Adoption certificate (including child's date of birth)

Dependent Type: Disabled Adopted Child (age 26 and over)

Eligibility Requirements:

- Must be your or our legal spouse's adopted child
- Must be unmarried
- Must be medically certified as disabled

Documents needed to verify eligibility:
Adoption certificate (including child's date of birth)
Medical certificate of disability

Dependent Type: Step-Child (age birth to 26th birthday)

Eligibility Requirements:

- Must be your spouse's child

Documents needed to verify eligibility:
Government issued birth certificate (including parents names), Government issued marriage certificate and Federal Tax return within last 2 years listing spouse

OR

Government issued birth certificate (including parents names) and Government Issued marriage certificate (if married within the last 12 months)

OR

Government issued birth certificate (including parents names), Government issued Marriage certificate and a proof of joint ownership within last 6 months

Dependent Type: Disabled Step-Child (age 26 and over)

Eligibility Requirements:

- Must be our spouse's child
- Must be unmarried
- Must be medically certified as disabled

Documents needed to verify eligibility:

Government issued birth certificate (including parents names) and Government Issued marriage certificate and Federal Tax return within last 2 years listing spouse

OR

Government issued birth certificate (including parents names), Government issued Marriage certificate and a proof of joint ownership within last 6 months

AND

Medical certificate of disability

Dependent Type: Domestic Partner Child (age birth to 26th birthday)

Eligibility Requirements:

- Must be your domestic partner's child

Documents needed to verify eligibility:

Government issued birth certificate (including parents names), Affidavit of Domestic Partnership and proof of joint ownership issued within last 6 months

OR

Government issued birth certificate (including parents names), certificate of Domestic Partner Registration, and proof of joint ownership issued within last 6 months

Dependent Type: Domestic Partner Disabled Child (age 26th and over)

Eligibility Requirements:

- Must be your domestic partner's child
- Must be unmarried
- Must be medically certified as disabled

Documents needed to verify eligibility:

Government issued birth certificate (including parents names), Affidavit of Domestic Partnership, proof of joint ownership issued within last 6 months, and Federal Tax Return within last 2 years listing partner

OR

Government issued birth certificate (including parents names), certificate of Domestic Partner Registration, proof of joint ownership issued within last 6 months, and Federal Tax return within last 2 years listing partner

AND

Medical certificate of disability

Dependent Type: Legal Ward (age birth to 26th birthday)

Eligibility Requirements:

- Must be your or your legal spouse's legal ward as ordered by the court

Documents needed to verify eligibility:

Government issued birth certificate and court ordered document of legal custody

Dependent Type: Disabled Legal Ward (age 26 or over)

Eligibility Requirement:

- Must be your or your legal spouse's legal ward as ordered by the court
- Must be unmarried
- Must be medically certified as disabled

Documents needed to verify eligibility:

Government issued birth certificate, and ordered document of legal custody

Medical certificate of disability

Dependent Type: Foster Child

Eligibility Requirements:

- Must be your or your legal spouse's foster child

Documents needed to verify eligibility:

Government issued birth certificate and foster care paperwork