

## ConGlobal Health Coverage Dependent Documentation

The below chart indicates the required documentation for all dependents to enroll in our medical, dental and vision plans. Documentation must be submitted at the time you enroll and/or make changes. **All New Hires must enroll within 30 days from the Benefit Eligibility date (91<sup>st</sup> day of employment). Enrollment changes for Life (Qualifying) Events must be submitted within 30 days from the event date.** If enrollment and/or proper documentation is not provided within this time period, coverage will not be approved, and you will have to wait until the next annual open enrollment.

Spouse Relationship	
Legal Spouse	<p><b>Standard Document:</b> Marriage certificate or appropriately executed marriage license (recognized legal jurisdiction) + 1 joint document</p> <p>**A Joint Document is an item addressed to both parties and dated within the last 90 days.</p> <p><u>Examples of Acceptable Joint Documentation:</u> Utility Bill, Mortgage Statement, Auto Insurance Statement, Property Tax Statement or your recent Federal 1040 Tax Form</p>
Common Law Spouse	<p style="text-align: center;"><i>Employee must reside in a state that recognizes common law marriage</i></p> <p><b>Standard Document:</b> Common Law Affidavit + (1) joint document</p> <p>**A Joint Document is an item addressed to both parties and dated within the last 90 days.</p> <p><u>Examples of Acceptable Joint Documentation:</u> Utility Bill, Mortgage Statement, Auto Insurance Statement, Property Tax Statement or your recent Federal 1040 Tax Form</p>
Domestic Partner	<b>Not Allowed</b>
Ex-Spouse	<b>Not Allowed:</b> If a divorce is reported, a copy of the divorce decree is required. .
Child Relationship(s)	<b>Coverage terminates at the end of the month in which the dependent turns age 26</b>
Biological/adopted child	<b>Standard Document:</b> Birth certificate or court document
Stepchild	<b>Standard Document:</b> Birth certificate or court document & confirm eligibility of the spouse
Child placed for adoption	<b>Standard Document:</b> Documentation establishing the dependent was placed with the employee for the purpose of adoption.
Legal Guardianship	<b>Standard Document:</b> Documentation establishing the dependent was placed with the employee by a court of law, under permanent legal guardianship.
Disabled dependent over age 26	<b>Standard Document:</b> Birth certificate or court document. Documentation required stating reason for dependent incapable of self-sustaining employment by means of a mental or physical disability OR dependent relying solely on you for financial support and maintenance as a result of a mental or physical disability.

**Email all required documents to the following:**

**New Hire Enrollment – submit to ITSC Benefits Department ([benefits@conglobal.com](mailto:benefits@conglobal.com))**  
**Life (Qualifying) Event Enrollment – submit to DayForce Managed Services**  
**([MDFITS@ceridian.com](mailto:MDFITS@ceridian.com))**

**For questions regarding documentation, please email [benefits@conglobal.com](mailto:benefits@conglobal.com)**