

Eligible Family Members for USF Benefit Coverage

Effective January 1, 2012

Your USF benefits package includes coverage for one eligible adult and for any eligible dependent children, in addition to yourself. Documentation is required to verify each eligible dependent's relationship to the USF employee and requirements are noted in the charts below.

Eligible Adults

You may only have *one* of the following eligible adult family members enrolled in your USF-sponsored plans: a legal spouse or a California Registered Domestic Partner (RDP).

Eligible Children

In addition to one eligible adult, you may also enroll all eligible children in USF-sponsored benefit programs. Your natural child, adopted child, stepchild, dependent child of RDP, legal ward or foster child are eligible if they are younger than 26 years old, regardless of financial, marital or student status and do not have access or are enrolled in any employer-sponsored group health coverage, or are 26 years or older and are supported primarily by the USF employee and incapable of self-sustaining employment by reason of mental or physical handicap.

Verification for Enrollment in Health, Dental and Vision Plans

Type of Eligibility	Required Documents
Legal Spouse	copy of marriage certificate
Registered Domestic Partner	copy of California Registered Domestic Partnership certificate
Child under age 19	copy of birth certificate, adoption papers or court document certifying custody
Child age 19-26	copy of birth certificate, adoption papers or court document certifying custody, certification form that child have no other access to health coverage
Child age 26 and older	copy of birth certificate, adoption papers or court document certifying custody, proof of condition making the dependent incapable of self-sustaining employment by reason of mental or physical handicap

Verification for Tuition Remission

Type of Eligibility	Required Documents
Legal Spouse	copy of marriage certificate
Registered Domestic Partner	copy of California Registered Domestic Partnership certificate
Child	Copy of last tax return, copy of birth certificate, adoption papers or court document certifying custody

Enrollment

Remember to enroll your eligible dependents in the appropriate benefit plans by completing enrollment forms. Submit all enrollment forms and documentation in person (LM 339), via fax (415-386-1074) or by mail (2130 Fulton St, LM 339, SF, CA 94117).

Effective Date of Coverage

You have 30 days to enroll your spouse, RDP and/or children when there is a qualifying event. After 30 days, you may add them during the next open enrollment period.

Loss of Eligibility

An eligible adult's or child's coverage stops at the *end of the month* in which she or no longer meets all the requirements. You are responsible for cancelling coverage for those who are no longer eligible.

For additional information adding family members to your benefits plans, please contact benefits@usfca.edu.