



Acceptable Documentation for Verifying Dependent Eligibility for Benefits

Whenever you enroll dependents in a Ben E. Keith benefits plan, you must provide documentation to verify that they are eligible. Documentation should be submitted to your HR Manager or Office Manager as soon as possible—and before coverage begins.

Listed below are acceptable forms of documentation for verifying each dependent's eligibility.

IMPORTANT! Do not provide original documents, as they will not be returned. In addition, all documentation must be provided in English. If your documentation is not in English, please include a translation.

Relationship	Acceptable Documentation
Your legal spouse	<ul style="list-style-type: none"> • Marriage license, OR • Church or Justice of the Peace certificate of marriage, OR • Documents demonstrating fulfillment of state requirements for common-law marriage
Your natural born child(ren) up to age 26	<ul style="list-style-type: none"> • Government issued birth certificate for natural born children listing you as parent, OR • For children under 6 months of age—documentation on hospital letterhead showing the birth date of the child and listing you as parent (<i>only when a government issued birth certificate is not available</i>)
Your legally adopted children up to age 26 <i>Includes children who are legally placed with you for adoption, pending final adoption</i>	<ul style="list-style-type: none"> • Government issued birth certificate, OR • For children under 6 months of age—documentation on hospital letterhead showing the birth date of the child (<i>only when a government issued birth certificate is not available</i>) <p>AND</p> <ul style="list-style-type: none"> • Final legal adoption decree or placement letter from the court, showing you as the child's adoptive parent
Your stepchildren up to age 26 <i>You must be married to the child's natural or adoptive parent (your spouse, as defined above)</i>	<ul style="list-style-type: none"> • Government issued birth certificate listing your spouse as the child's natural parent, OR • For children under 6 months of age—documentation on hospital letterhead showing the birth date of the child and listing your spouse as parent (<i>only when a government issued birth certificate is not available</i>), OR • Final legal adoption decree or placement letter from the court, showing your spouse as the child's adoptive parent, along with the child's government issued birth certificate <p>AND</p> <ul style="list-style-type: none"> • Marriage license confirming your current marriage to the child's parent (your spouse)
Grandchild up to age 26 for whom you have legal guardianship (such as a grandchild) <i>If your child is under age 26, both your child and grandchild must reside in your household</i> <i>If your child is over age 26, your grandchild must live with you</i> <i>You must claim your grandchild as a dependent on your Federal income tax return</i>	<ul style="list-style-type: none"> • Government issued birth certificate showing your child is as the parent of the grandchild, OR • For children under 6 months of age—documentation on hospital letterhead indicating the birth date of your grandchild and showing your child as the parent (<i>only when a government issued birth certificate is not available</i>) <p>AND</p> <ul style="list-style-type: none"> • Copies of your Federal tax return showing that you claim the grandchild for income tax purposes, OR • Court papers signed by a Judge demonstrating your legal guardianship or custodianship for court appointed children
Children up to age 26 for whom you are required to provide health care coverage through a court mandated Medical Child Support Order	<ul style="list-style-type: none"> • A copy of the order provided by the courts