CALIBER

Dependent Verification

Who you can cover and the documents required to verify each dependent

Visit caliberbenefitsatwork.com or call the **Caliber Benefit Center at 844-347-8941** with questions about how to submit documentation or which documents are required.

You have 60 days to verify. When you add a dependent to medical coverage for the first time, a Dependent Verification task is sent to your Workday inbox. You have **60 days from your life event date** to upload supporting documentation. If documentation is insufficient or not received by the deadline, unverified dependents may be dropped from coverage retroactive to the event date.

Eligible Dependents & Required Documents

Dependent Type	Supporting Documentation
Spouse *Legally married; not legally separated or divorced.*	Provide a copy of your **marriage certificate**, OR the **first page of a federal tax return** filed within the last 12 months.
Common Law Spouse	Provide a **Common Law Spouse Affidavit**, OR the **first page of a federal tax return** filed within the last 12 months.
Domestic Partner	Provide the **Caliber Domestic Partner Affidavit** (must be notarized).
Child *Biological / Adoption / Step / Guardianship (includes Foster Care placement)*	**Birth:** birth certificate or hospital record listing the parents' names. **Adoption:** birth certificate with parents' names, or official adoption papers with the child's date of birth. **Step:** birth certificate and marriage certificate. **Guardianship:** birth certificate and court order of legal guardianship. **Any child:** a federal tax return filed within the last 12 months listing the dependent.

Who counts as an eligible Child?

Any child under age 26, regardless of student, marital, financial, residence, or employment status, who is the Teammate's or Spouse's child by birth or legal adoption, placed in anticipation of adoption, or under the Teammate's or Spouse's legal guardianship.

Coverage is not provided for spouses of adult children.

How to Submit Your Documents

Upload in Workday: When you add your new dependent in Workday, attach your supporting documents before you submit.

Documents are accepted only through Workday upload.

Note: *Documents must be uploaded in Workday before the 60 day deadline.*