

## APPENDIX H Dependents Eligibility Form

### PART A: Employee's Information

<b>Name:</b> _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Last</span> <span>First</span> <span>Middle</span> </div>	<b>Position:</b> _____
<b>Date of Hire:</b> _____	<b>Office:</b> _____
<b>Campus:</b> _____	

### PART B: Dependent's information:

Complete the section below fully; fill in all spaces provided, check all boxes applicable and provide correct and complete supporting documents by the deadline. Incomplete and insufficient documents will be returned.

<b>Semester/Year Enrolled :</b> <b>Fall</b> _____ <b>Spring</b> _____ <b>Summer</b> _____			
<b>Legal Name of Dependent</b>	<b>Relationship to Employee</b>	<b>Date of Birth</b>	<b>Campus Attending</b>
<b>Check all applicable boxes below and provide the corresponding supporting document(s)</b>			
<i>Spouse Dependent Supporting Documents:</i>		<i>Child Dependent Supporting Documents:</i>	
<input type="checkbox"/> Marriage certificate  <input type="checkbox"/> Affidavit of Marriage		<input type="checkbox"/> Birth Certificate  <input type="checkbox"/> Court adoption papers (for adopted child)  <b>Additionally, if child is older than 22 years of age, provide:</b> <input type="checkbox"/> SAR that shows <b>DEPENDENT</b> Status	
<b>I certify that the information provided on this form is true. I understand any attempt to defraud the College will be met with appropriate disciplinary action.</b>			
EMPLOYEE'S SIGNATURE:		DATE:	

### Part C: Human Resources Use Only

<input type="checkbox"/> Request meets Board Policy and Administrative Procedure No. 6027 requirements. <ul style="list-style-type: none"> <li><input type="checkbox"/> #1 Spouse meets policy requirements (evidenced by Marriage certificate or Affidavit of Marriage)</li> <li><input type="checkbox"/> #2 Child meets age limit of 22 years old and under (evidenced by birth certificate)</li> <li><input type="checkbox"/> #3 Child is legally adopted (evidence by court adoption papers &amp; birth certificate)</li> <li><input type="checkbox"/> #4 Over age child meets dependent status (evidenced by SAR)</li> </ul>	
<input type="checkbox"/> Request <b>does not</b> meet Board Policy and Administrative Procedure No. 6027 requirements.	
Comments:   	
<b>Name of HR Representative:</b>	
<b>Signature:</b>	<b>Date:</b>

### Part D: Distribution

<input type="checkbox"/> Employee <input type="checkbox"/> Human Resources Office <input type="checkbox"/> Business Office
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