



Dependent Eligibility Documentation

The following current dependents are eligible for coverage under CTA Healthcare Policies. Employees are responsible for enrolling newly eligible dependents and removing dependents who no longer meet eligibility requirements. All required documentation must be submitted to HR Benefit Services within 31 days of your hire/transition date or any change in family status (including divorce).

Dependent Type	Documentation & Requirements
Spouse	<ul style="list-style-type: none"> • Certified marriage certificate (available from the County after the ceremony) and Social Security number. • Divorce: A former spouse is no longer eligible for coverage. A divorce decree/court order must be submitted within 31 days of the divorce date to HR Benefit Services to remove the former spouse.
Domestic Partner (same-sex)	<ul style="list-style-type: none"> • Social Security number, completed Domestic Partner Affidavit, and copies of both employee and partner birth certificates. • Additional Domestic Partner Requirements are available from HR Benefit Services. • If the partnership ends, you must notify HR Benefit Services to complete the Affidavit of Termination and remove the former partner within 31 days.
Civil Union Partner	<ul style="list-style-type: none"> • Certified civil union certificate (available from the County after the ceremony) and Social Security number. • If the union dissolves, you must notify HR Benefit Services and remove the former partner within 31 days.
Dependent Child (0 – 26)	<ul style="list-style-type: none"> • Certified birth certificate and Social Security number. • If the employee is not listed on the birth certificate, a court order indicating health insurance enrollment through the employer is required. • Coverage ends the last day of the month the child turns 26, unless otherwise eligible under plan rules.
Dependent Stepchild (0 -26)	<ul style="list-style-type: none"> • Certified birth certificate and Social Security number. • If your current spouse, civil union partner, or domestic partner is not listed on the birth certificate, a court order indicating health insurance enrollment through the employer is required. • Coverage ends if your relationship with the parent (spouse/partner) ends (e.g., divorce, dissolution). • Coverage ends the last day of the month the child turns 26, unless otherwise eligible under plan rules.
Adopted Dependent Child (0 – 26)	<ul style="list-style-type: none"> • Must provide a copy of the certified birth certificate, social security number and a copy of the interim or finalized adoption order. • Coverage ends the last day of the month the child turns 26, unless otherwise eligible under plan rules.

Contact Benefit Service regarding Disabled Adult Dependents or Dependents Actively Serving in the Military.

If you have any questions, you may contact HR Benefit Services at (312) 681-2225, option #3.