

Supporting Documentation for Life Events

Qualifying Life Event	Documentation to Submit
Dependent Loss of the State's CHIP Plan	A copy of the Certificate of credible coverage or a termination letter that lists the date your dependent coverage ended.
Judgment, decree, or court order allowing you to add or drop coverage for a dependent child	A copy of the court order awarding custody or requiring coverage or clarifying coverage to be termed for dependent child.
Dependent child with a last name different than yours	A copy of the birth certificate or a court document awarding custody of requiring coverage.
Dependent child over the age 26 (also required when enrolling for the first time as a new hire)	Birth certificate AND a Social Security Disability Award or letter from physician AND the parent's tax return claiming the child (current or previous year only).
Spouse/Dependent gains/loses other coverage	A letter from the entity in question regarding the gain/loss of coverage, indicating the name(s) and effective dates of the status change.
Birth, adoption, or placement for adoption	A copy of a birth certificate, adoption certificate that includes date of birth, adoption placement agreement.
Divorce, legal separation, or annulment	A copy of the divorce decree or certificate or annulment papers.
Marriage	A copy of the government issued marriage certificate.
Common Law Marriage	Court stamped/signed document of Informal Declaration of Marriage from the County.

If you are adding a dependent to your Plans for the first time as a new hire of a life event, we will also need copies of supporting dependent documentation to prove the relation you have to this dependent.

- For Spouse: copy of marriage license or informal declaration of marriage
- For child(ren): Birth certificate or verification of birth facts. You can also submit the latest copy of a tax return with financial information redacted. This needs to be a legal document showing you can claim these dependents in your household.



Please be sure to send copies of your dependent documentation to our benefits team. You can send copies directly to benefits@friscotexas.gov. You can also fax copies to our fax at **972-292-5229**. If you stop by HR, we can also make copies. Whichever method is easiest for you.

Questions about Life events or supporting documentation, please reach out to benefits@friscotexas.gov or call 972-292-5202.