

VERIFYING DEPENDENTS FOR COVERAGE: How to Provide Required Documents



When **adding a dependent to coverage**, you will need to verify your dependent's eligibility at the time of enrollment.

You will have **60 days** from the last day of Annual Enrollment to upload the required documentation to *add* a dependent to coverage. Likewise, you have 60 days from the date you are hired/become newly eligible for benefits or experience a life event to upload the required documentation to add a dependent.

If valid documentation is not received, your dependent(s) will not be enrolled in benefits. In addition, you will not be able to enroll your dependent(s) during a future enrollment period until you submit the required documentation.

Why Provide Documentation?

This process ensures only eligible dependents are covered, which helps us manage health care costs for both you and the company. It is your responsibility to ensure all covered dependents meet the dependent eligibility requirements. The Plan does not pay benefits for ineligible dependents, even if they are enrolled.

Who Is and Isn't an Eligible Dependent?

In general, you may cover a spouse/domestic partner and/or child(ren) who qualify as dependents as defined in the Summary Plan Description (SPD) and any related Summary of Material Modifications (SMM).

Your parents, grandparents, brothers and sisters are not eligible for coverage. Your grandchildren are not eligible for coverage except if you are the sole legal guardian. A spouse/domestic partner or child(ren) covered as an employee or as a dependent of another employee under the Plan is not eligible to be covered by you.

Please refer to the SPD and any related SMMs at mylscbenefits.com for dependent eligibility requirement details.

How to Verify Dependents Online

1. From mylscbenefits.com, click on the "LSC Benefits Center" link.
2. When you log in to the LSC Benefits Center website, **have the following information handy for your dependent(s):**
 - Full name, date of birth and Social Security number.
 - **NOTE:** You have an additional six months from when a child is born or adopted to provide their Social Security number or they will be dropped from coverage.
 - The documents you need to upload for Dependent Verification (see pages 3-5).

WHAT'S INSIDE

Pages 3-5

- Definitions of eligible dependents
- Documents required to enroll them in coverage



Continues...

How to Verify Dependents Online (Cont'd)

3. When you enroll your dependent(s), the Dependent Verification tile will show a warning label on the left. Click the UPLOAD DOCUMENTATION tile underneath. **NOTE:** You can come back to the site within **60 days** (as explained on page 1) to upload the documentation; an “action needed” notice will appear on your home screen for you to click.

4. To upload your documentation, click “Choose File” and select from your computer the document you want to upload. (You can upload several documents; each time, click UPLOAD.) You will see the file chosen. If the file is correct, click “UPLOAD.” (If the file is not correct, select “Choose File” again.)

5. Once clicked, you will see a notification in green at the top of the page advising the document was uploaded. The document will be under RECEIVED DOCUMENTATION.

Verification

At this time, we will review the requirements of your elections to ensure no additional action is needed on your part.

Election Validation

There are no issues with your elections.

Dependent Verification

These Elections Require Dependent Verification

UPLOAD DOCUMENTATION

Benefit	Plan	Dependent	Relationship
Medical	BCBS HSA Core	John Smith	Child

Upload File

Supported file types are:
 .doc, .docx, .xls, .xlsx, .rtf, .txt, .pdf, .jpg, .jpeg,
 .png, .bmp, .gif

UPLOAD
 Choose File No file chosen

UPLOAD CLOSE

Child Verified

Upload your documentation verifying these dependents.

Document successfully uploaded.
 A case has been created so that we can review your new documentation.

DEPENDENT VERIFICATION STATUS

Name	Date of Birth	Relationship	Verification Status
John Smith	05/08/1984	Spouse	Pending
Sally Smith	05/27/2003	Child	Pending
Jane Smith	12/22/2015	Child	Verified

UPLOAD DOCUMENTATION

RECEIVED DOCUMENTATION

Document	Received Date
Test upload dependent verification.docx	01/25/2021 10:38:29 AM

BACK

Once you add a dependent to your benefits, you will receive reminders (via email or mail) as follows:

- When 30 days remain to upload the required documentation and then when 10 days remain.
- If you submitted insufficient/incorrect documentation (in which case you will need to log in and upload the correct documents).
- If your dependents are approved for coverage.
- If the 60-day deadline for uploading the required documentation has expired, and your dependent(s) are dropped from coverage.

Required Documentation

The documentation is needed to verify:

- Relationship of the dependent to the household, and
- Age of the dependent.

Dependent	Definition	Documentation
Spouse	Spouse means the individual to whom you are currently legally married.	<ul style="list-style-type: none"> • Joint federal tax return from current or prior year if filing jointly (first page only), or • Both spouses' federal tax returns from current or prior year if filing separately (first page only), or • Copy of tax confirmation notice(s) from current or prior year if filed online, or • Marriage certificate if married within the last 12 months.
Common-law Spouse	A spouse also means a common law spouse in states that recognize common-law marriages.	<ul style="list-style-type: none"> • Joint federal tax return from current or prior year if filing jointly (first page only), or • Both spouses' federal tax returns from current or prior year if filing separately (first page only), or • Copy of tax confirmation notice(s) from current or prior year if filed online.
Domestic Partner	<p>Domestic partner means the person of the same- or opposite-sex with whom you have a domestic partner relationship, which is registered with a state or local governmental entity</p> <p>If your domestic partnership is not registered with a state or local governmental entity, it must satisfy the following criteria for your domestic partner to be eligible for coverage:</p> <ul style="list-style-type: none"> • Neither you nor your domestic partner are legally married to or are the legal domestic partner of anyone else; • You and your domestic partner intend to remain each other's sole domestic partner indefinitely; • You and your domestic partner live together in the same principal residence and intend to do so indefinitely; • You and your domestic partner are committed to each other and share joint responsibilities for your common welfare and financial obligations; and • You and your domestic partner are not related by blood, closer than would prohibit marriage in the state in which you live. 	<p>Submit 2:</p> <ul style="list-style-type: none"> • Joint federal tax return from current or prior year if filing jointly (first page only), or • Both partners' federal tax returns from current or prior year if filing separately (first page only), or • Documentation of joint ownership of residence, or • Documentation of joint tenants on lease of residence, or • Copy of both Driver's licenses or other government records reflecting the same address, or • Current bank/credit card statement (within the past 12 months) with both names, or • Current utility bill (within last 12 months) with both names.

Dependent	Definition	Documentation
<p>Child Under Age 26</p>	<p>Child(ren) (or individually, a “child”) – means your “children” under age 26 who are:</p> <ul style="list-style-type: none"> • Natural children of you; • Children legally adopted by you; • Children placed for adoption with you; or • Any other children who live with you and for whom you are the sole legal guardian, as defined in the SPD. 	<ul style="list-style-type: none"> • Birth certificate for biological children showing you as parent, or • Court papers for adopted children or children placed for adoption, or • Court papers demonstrating legal guardianship or custodianship for court appointed children, or • Documentation on hospital letterhead indicating birth date of child, showing you as parent (acceptable only for children under 6 months old if documents above aren’t available), <p>AND</p> <p>(Only if documents above don’t include birth date) Documented proof of age, such as:</p> <ul style="list-style-type: none"> • Child’s driver’s license or other government records, or • Child’s Visa/Passport.
<p>Stepchild Under Age 26</p>	<p>Child(ren) (or individually, a “child”) – means your “children” under age 26 who are:</p> <ul style="list-style-type: none"> • Natural children of your spouse; • Children legally adopted by your spouse; • Children placed for adoption with your spouse; or • Any other children who live with you and your spouse and for whom your spouse is the sole legal guardian, as defined in the SPD. 	<ul style="list-style-type: none"> • Birth certificate showing the child’s parent to be your spouse, or • Court papers for adopted children or children placed for adoption showing the child’s parent to be your spouse, or • Court papers demonstrating legal guardianship or custodianship for court appointed children showing the child’s guardian/custodian to be your spouse, or • Documentation on hospital letterhead indicating birth date of child, listing your spouse as parent (acceptable only for children under 6 months old if birth certificate isn’t available), <p>AND</p> <p>(Only if documents above don’t include birth date) Documented proof of age, such as:</p> <ul style="list-style-type: none"> • Child’s driver’s license or other government records, or • Child’s Visa/Passport, <p>AND</p> <p>Documentation showing your relationship to the stepchild’s parent, such as:</p> <ul style="list-style-type: none"> • Marriage license, or • Church/justice of the peace marriage certificate, or • Documentation of joint ownership of residence (acceptable only if documents above aren’t available), or • Joint tenants on lease of residence (acceptable only if documents above aren’t available).

Dependent	Definition	Documentation
<p>Child of Domestic Partner Under Age 26</p>	<p>Child(ren) (or individually, a “child”) – means your “children” under age 26 who are:</p> <ul style="list-style-type: none"> • Natural children of your domestic partner; • Children legally adopted by your domestic partner; • Children placed for adoption with your domestic partner; or • Any other children who live with you and your domestic partner and for whom you or your domestic partner are the sole legal guardian, as defined in the SPD. 	<ul style="list-style-type: none"> • Birth certificate showing the child’s parent to be your domestic partner, or • Court papers for adopted children or children placed for adoption showing the child’s parent to be your domestic partner, or • Court papers demonstrating legal guardianship or custodianship for court appointed children showing the child’s guardian/custodian to be your domestic partner, or • Documentation on hospital letterhead indicating the birth date of the child, listing your domestic partner as parent (acceptable only for children under 6 months old if birth certificate isn’t available), <p>AND</p> <p>(Only if documents above don’t include birth date) Documented proof of age, such as:</p> <ul style="list-style-type: none"> • Child’s driver’s license or other government records, or • Child’s Visa/Passport, <p>AND</p> <ul style="list-style-type: none"> • Documentation of joint ownership of residence, or • Documentation of joint tenants on lease of residence, or • Copy of both Driver’s licenses or other government records reflecting the same address, or • Current bank/credit card statement (within the past 12 months) with both names, or • Current utility bill (within last 12 months) with both names.



The descriptions provided in this document are based on the official LSC Group Benefits Plan and LSC Flexible Benefits Plan (collectively, the “Plan”) documents. Every effort has been made to ensure the accuracy of this material. In the unlikely event there is a discrepancy between this document, the Summary Plan Description (SPD), Summaries of Material Modifications (SMMs), Summary of Benefits and Coverage (SBC) or any other materials summarizing the Plan and the official Plan documents, the official Plan documents will control. LSC Communications LLC reserves the right to amend, change or terminate any or all of the benefit plans it sponsors, including without limitation, the Plan and the LSC Separation Pay Plan, in whole or in part, at any time.