

Knox County Government Employee Health Insurance Dependent Eligibility Documentation

Employees are required to submit documentation of dependent eligibility when enrolling a new dependent on the health insurance. Documentation is not required for dental and vision coverage. Documentation may also be requested at times outside of new enrollment and for other benefits at the discretion of the Benefits Department.

Submit to the Benefits Department:

benefits@knoxcounty.org | 400 Main Street - Suite 345, Knoxville, TN 37902 | Fax: 865-215-2474

Please only submit copies of documents -- Originals cannot be returned. Black out financial figures and Social Security Numbers on tax forms.

Dependent's Relationship to You	Preferred Documentation	Alternate Documentation
Spouse	<p>Page 1 AND signature page of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the spouse's name; OR</p> <p>Page 1 AND Certificate of Electronic Filing of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the spouse's name.</p> <p style="text-align: center;"><i>If married during the current year, only a marriage certificate is required.</i></p>	<p>Marriage certificate AND one of the following:</p> <ul style="list-style-type: none"> ▪ Proof that employee and spouse own a home together ▪ Proof that employee and spouse are both listed on a lease or share rent of a home ▪ A utility bill with both names ▪ Proof of jointly-owned bank account ▪ Proof of joint loan or debt obligation
Natural child(ren) under age 26	<p>Birth certificate OR</p> <p>Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240) OR</p> <p>Certificate of Birth Abroad (FS-545)</p>	<p>Page 1 AND signature page of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent; OR</p> <p>Page 1 AND Certificate of Electronic Filing of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent.</p>
Adopted child(ren) under age 26	<p>Final adoption decree signed by a judge OR</p> <p>International adoption papers OR</p> <p>Letter from adoption agency for pending adoption</p>	<p>Page 1 AND signature page of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent; OR</p> <p>Page 1 AND Certificate of Electronic Filing of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent.</p>
Stepchild(ren) under age 26	<p>Birth certificate AND marriage certificate</p>	<p>Any legal document that establishes relationship between the stepchild and spouse</p>
Grandchild(ren)	<p>Court documents signed by a judge assigning legal guardianship to employee or spouse</p>	<p>N/A</p>
Foster child(ren)	<p>Court documents signed by a judge verifying employee or spouse has responsibility for foster child</p>	<p>Page 1 AND signature page of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent; OR</p> <p>Page 1 AND Certificate of Electronic Filing of employee's prior year Federal Income Tax Return (1040, 1040A or 1040EZ) listing the child as dependent.</p>