

ROCHESTER INSTITUTE OF TECHNOLOGY
Family Member Verification of Eligibility
Acceptable Verification Documents

Below are acceptable documents to prove a family member's eligibility. RIT will accept **photocopies** of the verification documents.

- New hires must provide copies of appropriate documents before coverage can begin.
- Employees making a mid-year change must provide copies of the appropriate documents within 31 days of qualifying change of status event.
- Employees making an open enrollment change must provide copies of the appropriate documents by the end of the open enrollment period.

Person	Document for Eligibility
Spouse	Marriage certificate issued by local government or by the religious institution where married <i>(NOTE: by submitting a marriage certificate, you are attesting that you continue to be legally married to your spouse and that you are not divorced)</i> <p style="text-align: center;">or</p> Top half of your federal income tax form identifying employee-spouse relationship
Domestic Partner	RIT Affidavit of Domestic Partnership
Child by birth	Birth certificate that includes parent-employee name <p style="text-align: center;">or</p> Birth certificate without parent-employee name AND Supplemental Information verification form AND supplemental document (e.g., tax return showing child's name) <p style="text-align: center;">or</p> Immigration papers that identify employee-child relationship
Child by adoption	Birth certificate that includes adoptive parent-employee name <p style="text-align: center;">or</p> Certified court approved adoption papers with adoptive parent-employee name <p style="text-align: center;">or</p> Placement letter from court/adoption agency with parent-employee name
Child by guardianship	Certified court ordered guardianship papers with guardian-employee name
Stepchild <i>NOTE: There are two steps: proof that child is your spouse's child and proof that the child's parent is your spouse.</i>	Birth certificate that includes employee's spouse's name <p style="text-align: center;">or</p> Birth certificate without employee's spouse's name AND Supplemental Information verification form AND supplemental document (e.g., tax return showing child's name) <p style="text-align: center;">AND</p> Marriage certificate issued by local government or by the religious institution where married <i>NOTE: by submitting a marriage certificate, you are attesting that you continue to be legally married to your spouse and that you are not divorced)</i> <p style="text-align: center;">or</p> Top half of your federal income tax form identifying employee-spouse relationship
Disabled child age 26 and over	In addition to the verification information described above, you must also provide the Social Security disability award.