

ConGlobal Health Coverage Dependent Documentation

The below chart indicates the required documentation for all dependents to enroll in our medical, dental and vision plans. Documentation must be submitted at the time you enroll and/or make changes. **All New Hires must enroll within 30 days from the Benefit Eligibility date (91st day of employment). Enrollment changes for Life (Qualifying) Events must be submitted within 30 days from the event date.** If enrollment and/or proper documentation is not provided within this time period, coverage will not be approved, and you will have to wait until the next annual open enrollment.

Spouse Relationship	
Legal Spouse	Standard Document: Marriage certificate or appropriately executed marriage license (recognized legal jurisdiction)
Common Law Spouse	<p style="text-align: center;"><i>Employee must reside in a state that recognizes common law marriage</i></p> <p>Standard Document: Common Law Affidavit + (1) joint document</p> <p>**A Joint Document is an item addressed to both parties and dated within the last 90 days.</p> <p><u>Examples of Acceptable Joint Documentation:</u> Utility Bill, Mortgage Statement, Auto Insurance Statement, Property Tax Statement or your recent Federal 1040 Tax Form</p>
Domestic Partner	Not Allowed
Ex-Spouse	Not Allowed: If a divorce is reported, a copy of the divorce decree is required. .
Child Relationship(s)	Coverage terminates at the end of the month in which the dependent turns age 26
Biological/adopted child	Standard Document: Birth certificate or court document
Stepchild	Standard Document: Birth certificate or court document & confirm eligibility of the spouse
Child placed for adoption	Standard Document: Documentation establishing the dependent was placed with the employee for the purpose of adoption.
Legal Guardianship	Standard Document: Documentation establishing the dependent was placed with the employee by a court of law, under permanent legal guardianship.
Disabled dependent over age 26	Standard Document: Birth certificate or court document. Documentation required stating reason for dependent incapable of self-sustaining employment by means of a mental or physical disability OR dependent relying solely on you for financial support and maintenance as a result of a mental or physical disability.

All dependent verification documentation must be uploaded in Dayforce.

- ✓ How to Submit
 1. Log into Dayforce
 2. Click on Benefits
 3. Go to Dependent Verification
 4. Select your dependent → Upload Documents
 5. Click Add Document
 6. Upload your file + add a comment
 7. Click Save (required)

To support you, we've published a detailed **step-by-step guide** with screenshots showing exactly how to upload your documents in Dayforce. You can find this guide on our MyBenefitsApp and the Benefits Overview page in Dayforce. Please review it carefully to ensure your submission is complete and accurate.

Need Help?

If you have questions or need support navigating Dayforce, please contact us at:

 managedbenefits@conglobal.com