As part of CBX Solutions' ongoing commitment to ensuring benefits are provided to eligible dependents, all new dependents added to the Medical, Dental or Vision plans are required to submit documentation to verify their dependents' eligibility.

What Is Dependent Verification?

Dependent verification is the process of confirming that dependents enrolled in an employee's benefit plans meet the eligibility requirements. This process helps ensure that our benefit plans remain accurate and compliant.

Who Needs to Complete Verification?

All new dependents added to the Medical, Dental or Vision plans will be required to provide documentation verifying the eligibility of each dependent.

What Documentation is Required?

Dependent Type	Documentation Required
Legal Spouse	Marriage Certificate And A copy of documentation dated within the last 6 months establishing the current relationship status: · Joint Tax Return- First page only or · Joint Mortgage/Lease or · Joint Utility Bill or · Joint Bank Account Statement or · Spouses Driver License copy showing common address
Biological Child	Birth certificate listing the employee as parent
Stepchild	Child's Birth Certificate And Marriage certificate showing relationship to the employee
Adopted Child	Adoption decree, adoption placement agreement, or court order
Common Law Spouse (Only Recognized in certain States)	Attestation of Common Law Marriage And A copy of documentation dated within the last 6 months establishing the current relationship status: · Joint Tax Return- First page only or · Joint Mortgage/Lease or · Joint Utility Bill or · Joint Bank Account Statement or · Spouses Driver License copy showing common address

Please note that documentation must be issued by a governmental agency or court, where applicable. Copies of documents are acceptable if the seal is clearly visible.

If you do not currently have the required documentation, replacement birth, marriage, and other vital records may typically be obtained through your state's Office of Vital Records or local county records office.

Employees should submit only the documentation specifically requested. Sensitive information that is not necessary to establish dependent eligibility should be redacted when appropriate.

How to Submit Documentation

Dependent verification documentation should be submitted through **Dayforce under Benefits> Dependent Verification**

Important Deadline

Employees who do not complete the verification process by the deadline listed in Dayforce will have coverage for their unverified dependent terminated, in accordance with the terms of the applicable benefit plan.

Employees will be notified if additional information is required or if a submitted document does not sufficiently establish eligibility.

Privacy and Confidentiality

Information submitted as part of the dependent verification process will be handled in accordance with applicable company policies and privacy requirements. Documentation will be used solely for purposes related to determining and administering benefit eligibility.

Questions

If you have questions about the dependent verification process or are unsure what documentation is required, please contact: HR@CBXSolutions.com