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## DEPENDENT VERIFICATION DOCUMENTATION

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To enroll your family members in the City of Westfield's group insurance plans, (health and dental), you must complete the enrollment form(s) and provide dependent verification documents to prove eligibility. Dependent verification helps ensure that the City of Westfield only covers people who qualify for coverage so we spend taxpayer dollars responsibly.

Specific documentation required, based on dependent relationship, is listed below and will be required before insurance coverage is activated.

Please submit the required documentation with your enrollment form(s) to the City of Westfield, Personnel Department by one of the methods noted below:

- Fax: (413) 562-3466
  - Email: City Benefits: [a.frary@cityofwestfield.org](mailto:a.frary@cityofwestfield.org) | School Benefits: [l.hills@cityofwestfield.org](mailto:l.hills@cityofwestfield.org)
  - Mail: City of Westfield, Personnel Department, 59 Court Street, Westfield, MA 01085
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### DEPENDENT VERIFICATION DOCUMENTS:

#### TO ADD A SPOUSE –

- Marriage Certificate

#### TO ADD A CHILD –

- Biological Child Documents –
  - Birth certificate of biological child showing the employee, retiree or eligible dependent (up to age 26) of employee/retiree as the child's parent OR
  - Documentation on hospital letterhead indicating the birth date of the child or children which shows the employee, retiree or eligible dependent (up to age 26) of employee/retiree as the child's parent.
- Step Child Documents –
  - Child's birth certificate showing the child's parent is the employee's spouse AND Marriage Certificate showing the legal marriage between the employee and the child's parent.
- Adopted Child Documents – *(The documents will depend on the current stage of the adoption)*
  - Official court/agency placement papers for the child placed with the employee for adoption (initial stage) OR
  - Office Court Adoption Agreement for an Adopted Child (mid-stage) OR
  - Birth Certificate (final stage)

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- Disabled Child Age 25 or Older Documents –
  - A completed Handicapped Child/Disabled Student Attending Physician Statement signed by the employee and the child's attending physician OR
  - Disability Documentation from a State or Federal Agency, such as Social Security Disability Initial Award Notice/Letter.
- Grandchild Documentation Documents –
  - Court papers demonstrating legal guardianship

QUESTIONS?

Contact Personal Benefit Services

(413) 572-6207