

Prince William County Government

Dependent Eligibility Matrix

#	Dependent Type	Eligibility Criteria	Documents Required for Verification
1	Spouse	The person is currently your legal spouse. A domestic partner or ex-spouse is <u>not</u> an eligible dependent.	- Completed Affidavit - Marriage Certificate AND - One form of documentation dated (within 6 months) establishing current marital status such as: <i>a joint household bill, joint bank/credit account, joint mortgage or lease</i>, or front page and signature page of your most recent jointly filed <i>Federal tax return</i> (filed in the past 2 years with blacked out financial information) or designation of the spouse as a primary beneficiary of the <i>employee's life insurance</i>, or <i>retirement benefits</i>, and listing primary residence
2	Biological Child	- Your Biological Child AND - Up to age 26	- Completed Affidavit AND - A copy of the child's birth certificate naming you as the child's parent
3	Stepchild	- Your Stepchild AND - Up to age 26	- Verification of Spouse (See Spouse) AND - Completed Affidavit AND - A copy of the child's birth certificate naming your spouse as the child's parent
4	Legally Adopted Child	- Your Legally Adopted Child (legal adoption or in anticipation of a legal adoption) AND - Up to age 26	- Completed Affidavit AND - A copy of adoption decree naming you as the child's adoptive parent OR - Papers from the adoption agency showing intent to adopt AND - A copy of a legal document showing child's age
5	Legal Guardianship of Child	- You are the Legal Guardian in accordance with the laws of the state in which the dependent resides. AND - Up to age 26	- Completed Affidavit AND - A copy of court documents signed by a judge verifying legal custody of the child AND - Birth certificate of child
6	A Child Covered by a Qualified Medical Child Support Order (QMCSO)	- Child is up to age 26 AND - Unmarried AND - Is named as an alternate recipient with respect to the member under a QMCSO	- Completed Affidavit AND - A copy of the QMCSO issued by a State agency OR - Court documents signed by a judge

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7	Disabled Dependent • Age 26 or older	• Biological, Step, Adopted, Legal Guardianship, or QMCSO AND • The dependent is age 26 or older AND • A dependent that, due to a mental or physical disability, is incapable of self-support AND • The disability must have begun before the child reached age 26	• See requirements for dependent types 2 – 6 and provide the documents for that type. AND • Add #7 in column “C” of Completed Affidavit. <i>Note: If age 26 or over, the dependent must have previously been approved as disabled by PWC.</i>
ONLINE RESOURCES TO OBTAIN DOCUMENTS:			
Birth Certificates & Marriage Licenses (United States) Virginia issued Vital Records: https://www.vdh.virginia.gov/vital-records Maryland issued Vital Records: https://health.maryland.gov/vsa/Pages/certs.aspx DC issued Vital Records: https://dchealth.dc.gov/vital-records West Virginia issued Vital Records: https://dhhr.wv.gov/HSC/VR/CR/Pages/default.aspx North Carolina issued Vital Records: https://vitalrecords.nc.gov National Database for Government Certified Vital Records: https://www.vitalchek.com		Birth Certificates & Marriage Licenses (International) U.S. Department of State: https://travel.state.gov/content/travel/en/records-and-authentications.html Official Tax Return Receipt Internal Revenue Service: http://www.irs.gov/formspubs	

Please direct all questions to Bolton via telephone or email.
We can be reached toll-free at 1-866-340-0080 or pwcdependentaudit@boltonusa.com
Representatives are available Monday through Friday, 9:00 a.m. – 5:00 p.m. (ET)
Your call or email is confidential