

To: State Employees of Plattsburgh State University of New York

From: Human Resources

Subject: Proof of Eligibility for Health Insurance

Please be advised that proof of eligibility must be submitted upon enrollment in the New York State Health Insurance Program (NYSHIP) for yourself and your dependents. You may either bring a copy of the required proofs listed below – or the originals, which we will photocopy for you.

PROOFS – SPOUSE OR DOMESTIC PARTNER

Spouse:

- Documentation of Date of Birth (i.e. Birth Certificate, Valid Drivers License)
- Documentation of Social Security Number (i.e. Social Security Card)
- Documentation of Marriage (i.e. Marriage License)

Domestic Partner:

- Documentation of Date of Birth (i.e. Birth Certificate, Valid Drivers License)
- Documentation of Social Security Number (i.e. Social Security Card)
- Completed PS-425 Form

PROOFS – DEPENDENT CHILDREN

All Children

- Documentation of Date of Birth (i.e. Birth Certificate)
- Documentation of Social Security Number (i.e. Social Security Card)

Adopted Children (in addition to birth date and social security number documentation)

- Documentation of Adoption (i.e. Final Custody Documents, Legal Custody Documentation if covering before adoption is finalized)

Dependent Stepchildren (in addition to birth date and social security number documentation)

- If dependent stepchild does not live with the enrollee full-time, enrollee must provide proof of “substantial” support or of legal obligation to pay (i.e. Tax Return, Court Order requiring support or provision of health benefits, or other documents to provide reasonable proof of responsibility of the enrollee or the enrollee’s spouse for the child’s support or benefits)

Other Children (in addition to birth date and social security number documentation):

- Completed PS-457 form