



**Required Documentation for Removing a Dependent to Benefits**

Relationship Type	Description	Required Documents
<b>Ex-spouse</b>	Your <i>ex-spouse</i> , provided you are divorced or legally separated.	<ul style="list-style-type: none"> <li>• A copy of the first and last pages of the Divorce decree showing the signatures and seal;</li> <li>• A copy of the first and last pages of Legal separation showing the signatures and seal;</li> <li>• A copy of the first and last pages of Decree for annulment showing the signatures and seal;</li> <li>• A copy of Death certificate <b>OR</b></li> <li>• Letter from spouse’s place of employment on company letterhead stating effective date of coverage.</li> </ul>
<b>Child</b>	A <i>child</i> is defined as your or your spouse’s natural child, stepchild (provided the natural parent remains married to you), legally adopted child or child placed with you for adoption, a child for whom you or your spouse has been appointed the legal guardian or custodian, or a child for whom you are required to provide health insurance by a Qualified Medical Child Support Order.	<ul style="list-style-type: none"> <li>• If the child is no longer a dependent, we need a signed and dated letter from employee <b>OR</b></li> <li>• Copy of legal court document stating the parent is no longer responsible for child’s healthcare <b>OR</b></li> <li>• If child has gained benefits, a letter from child’s place of employment stating effective date of coverage through employer.</li> </ul>

**Please Note: All changes due to a qualifying event must be reported to the Cuyahoga County Human Resources Department within 30 days of the event.**