

DEPENDENT ELIGIBILITY CHART

Superior requires dependent eligibility verification for all dependents enrolled in the Superior Energy Group Benefits Plan. Newly benefits-eligible employees and employees who experience a qualified life event may add eligible dependents to your coverage within 31 days of the life event (60 days for birth or adoption).

Dependent of the Participant	Eligibility	Examples of Supporting Documents (these documents are required)
Legal Spouse	Spouse as recognized by law	- Government-Issued Marriage Certificate AND - Front Page - Current Federal Tax Return OR - Proof of Joint Ownership OR - Government Issued Marriage Certificate Only (if married within the last 12 months)
Common Law Spouse	Spouse as recognized by some state law s	- Declaration of Informal Marriage filed w ith the County Courthouse OR - Affidavit of Common Law Form AND - Front Page - Current Federal Tax Return OR - Proof of Joint Ownership
Natural Child	Natural born child (under age 26)	Government Issued Birth Certificate
Disabled Child	Natural born, legally adopted child, or stepchild (any age)	- Government Issued Birth Certificate - Approved Statement of Disability Form
Legally Adopted Child	Child is eligible at time of placement (under age 26)	- Adoption Certificate OR - Adoption Placement Agreement AND - Petition for Adoption
Stepchild	Stepchild (under age 26).	- Government Issued Birth Certificate AND - Government Issued Marriage Certificate OR - Declaration of Informal Marriage with the County Courthouse OR - Affidavit of Common Law AND - Front Page - Current Federal Tax Return OR - Proof of Joint Ownership
Legal Guardianship	Child who is dependent upon you for more than half of their support and to whom you are a legal guardian and whose primary residence is your household	- Court order signed by a judge appointing participant as the child's guardian (Documentation of Legal Custody) AND - Government Issued Birth Certificate <i>(If the Court order includes the child's date of birth, you do not need to provide the Birth Certificate.)</i>
Grandchild	Your grandchild who, at the time when application for coverage is made, is your dependent for Federal income taxes purposes and to whom you are legal guardian	- Court order signed by a judge appointing participant as the child's guardian (Documentation of Legal Custody) AND - Government-Issued Birth Certificate AND - Front Page - Current Federal Tax Return

LIFE EVENT DOCUMENTATION CHART

Life Event	Examples of Supporting Documents (Some Life events may also require eligibility documents)
Marriage	• Government-Issued Marriage Certificate AND • Front Page - Current federal tax return OR • Proof of Joint Ownership OR • Government Issued Marriage Certificate Only (if married within the last 12 months)
Birth	• Government Issued Birth Certificate
Divorce/Legal Separation	• Copy of divorce decree or legal documents for separation
Adoption/Legal Guardianship	• Copy of legal documents stating adoption or legal custody AND • Government Issued Birth Certificate <i>(If the documents include the child's date of birth, you do not need to provide the Birth Certificate.)</i>
Gain of Dependent's Eligibility at other Employer or through Medicaid/Medicare	• Official letter from the other source stating added eligibility to their benefits • Insurance Card with effective date • Snapshot of enrollment screen with effective date and dependents added to coverage
Loss of Dependent's Eligibility at other Employer or through Medicaid/Medicare	• Official letter from the other source stating loss of eligibility for their benefits • COBRA Notice
Death	• Certified Death Certificate