

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: New DPA 025 - Affidavit for Dependent Children, Parent Child Relationship - Dental and Vision Programs	REFERENCE NUMBER: 2011-006
DATE ISSUED: 02/16/2011	SUPERSEDES:

This memorandum should be forwarded to:

**Employee Benefits Officers
Personnel Officers
Personnel Transactions Staff
Personnel Transactions Supervisors**

FROM: Department of Personnel Administration
Benefits Division

CONTACT: LaTrice Calloway
Benefits Program Analyst
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Federal health reform legislation, the Patient Protection and Affordable Care Act, extended dependent eligibility for medical benefits to age 26. This became effective for the State dental program on January 1, 2011. In addition to extending the eligibility age, the Act also limited the criteria employers are allowed to use in determining dependent eligibility.

As a result, CalPERS amended their eligibility regulations to eliminate the use of economic-dependency as an eligibility criteria for children who are not the employee's natural child, stepchild, or adopted child. Instead, the employee must demonstrate that he/she has assumed a parental role with respect to the child, and is the primary care parent. These regulatory amendments also require annual recertification of children enrolled by affidavit and hold that foster children are not eligible for enrollment. This is set forth in California Code of Regulations, Section 599.500, subsections (n)-(p).

Effective immediately, departments may no longer use DPA Form 025 (version 12/02) Affidavit of Eligibility (Economically-Dependent Child). Departments shall only use DPA Form 025 (version 1/1/11) Affidavit of Eligibility for Dependent Children, as defined Under California Code of Regulations Section 599.500 (o) to enroll dependent children by affidavit. Departments shall use only the new affidavit (copy attached) and eligibility criteria for recertification, regardless of the affidavit version used to initially or previously determine eligibility. The following provides procedural guidance regarding use of the new affidavit and eligibility criteria:

Who is Eligible

An employee or may enroll a child up to age 26 (other than adopted, step, or recognized natural child) if the employee or annuitant has assumed a parental role and can be considered the primary care parent.

Who is Not Eligible

An employee cannot enroll a child, up to age 26 if the child is a **spouse** of a recognized natural, adopted or step-child, or a foster child.

When is the Affidavit Submitted

An employee must submit the Affidavit of Eligibility at the time of enrollment for each child and annually thereafter up to age 26. **Employees at the time of enrollment of the dependent child must be notified of the requirement of annual recertification.** Personnel Offices have the responsibility to ensure that the required annual recertification of each child listed on the affidavit submitted by the employee is done.

Affidavit Completion

The employee must complete the affidavit (DPA 025 Version 01/01/11) and provide any required documentation. The affidavit is available for use from the DPA website at www.dpa.ca.gov in the forms section. Affidavits must be refiled with the Personnel Office each year for recertification.

Employee/Annuitant Information

In addition to the basic demographic information, it is vital the date the employee assumed a primary parental role is provided. In addition, the employee must clearly define their relationship to the child.

Child Information

In addition to the basic demographic information, the employee must provide the Social Security number of the child if not already provided for purposes of health plan enrollment; it is also required that personnel offices obtain any needed documentation, including the birth certificate of the dependent child being added, if not already received.

Eligibility

The employee must respond either Yes or No to the tax dependent question on the affidavit. The personnel officer or specialist must take all reasonable steps to validate all information recorded in the affidavit.

Employee Signature

The employee must certify under penalty of perjury that the information provided is true and correct. There are two areas that the employee/annuitant must sign on the affidavit.

Personnel Office

Based on the information provided and any documentation provided and/or requested, the personnel officer or specialist receiving the affidavit from the employee must sign and date the affidavit. The Personnel Office may also reject the affidavit and enrollment request based on either/or incomplete affidavits being received and/or when information being submitted by the employee for the purposes of enrolling the dependent(s) is incomplete or cannot be reasonably

verified by the employee to the personnel office. The employee should be given reasonable time to correct any deficiency in the materials required and/or requested by the personnel office to verify the parent-child relationship. However, the employee cannot exceed the 60 days from the permitting event date to complete the enrollment submission to the personnel office.

Eligibility Determination

Based upon the employee's responses to questions, the personnel officer must determine if a "parent-child relationship" exists as evidenced by the assumption of parental status or parental duties. The personnel office can request reasonable supporting documentation to assist with the eligibility determination.

Evidence of this relationship may include documentation of assumed responsibilities such as providing shelter, clothing, food, child care or education for the child, as well as assuming parental duties, such as providing permission for school activities, health care services, extracurricular, recreational activities, and tax dependency. For issues related to California State tax, employees must be referred to their personal tax professional. Please refer to PML 2011-001 for further information on California State tax issues related to dependency.

Enrollment Process

Upon approval from the Personnel Office, as verified by the Personnel Officer's signature on the affidavit, to enroll a child meeting the "parent-child relationship" criteria the employer must ensure a Benefits Plan Enrollment form [Dental plan enrollment form STD. 692 (and/or vision plan enrollment form STD 700, if necessary)] is completed for each change of enrollment.

Effective Dates

Employees have 60 days from the date the employee assumed a primary parental role to request enrollment. If the request is received within 60 days, the child's enrollment is effective the first of the month following receipt of the paperwork by the personnel office.

An employee, who does not request enrollment within 60 days of assuming a parent-child relationship, can enroll for loss of other coverage (if applicable) or during any open enrollment period.

Affidavit Retention

Maintain the original Affidavit of Eligibility for Dependent Children (DPA 025 version 01/01/11), any supporting documentation, and all enrollment forms in the employee's file. These forms should be readily available in the event eligibility is questioned or audited at a future date.

Note: Do not send the original or copies of the affidavit to DPA or SCO.

For further questions, please contact LaTrice Calloway, Benefits Program Analyst, Benefits Division at (916) 327-8491 or at LaTrice.Calloway@dpa.ca.gov.

/s/Greg Beatty

Greg Beatty, Chief
Benefits Division

State of California
Department of Personnel Administration
State-sponsored Dental Program
AFFIDAVIT OF ELIGIBILITY

For Dependent Children, As Defined Under California Code of Regulations Section 599.500 (o)

I, _____ understand that the Department of Personnel Administration (DPA) allows for the enrollment of a child(ren) other than a natural, adopted or step child(ren), who is considered a family member(s) and where the employee or annuitant has established a parent-child relationship, on or before the time of enrollment, through assumption of parental duties in the place of the child's(') biological parents. I also recognize this affidavit is a legally binding document and I accept full and unconditional responsibility for notifying my departmental Personnel Office in writing and immediately, if there are any changes in the child's status as my economic dependent. I further agree to provide supporting documentation, such as tax, court, or custody records when at any time requested by my employing department, CalPERS or DPA, as long as the child is enrolled on my State-sponsored dental coverage as my eligible dependent.

By signing this affidavit, I also attest to and certify under penalty of perjury that I am exercising parental authority, responsibility, and control which includes financial support as defined under California State law. I further certify that the child(ren) resides with me as part of my household, in the absence of the child's natural parents, **and** the child(ren) is/are dependent upon me as his/her primary source of financial support. If I have legal custody (sole or joint) of the child(ren), I agree to provide proof of legal custody of the child(ren) at the time of enrollment.

I acknowledge I have read and understand declarations on this page:

Employee/Retiree Signature _____

Date: _____

Child's Name						
Child's SSN						
Child's DOB						
Parent's Names (if available)						
Child's Relationship to Employee						
Is Child Your Tax Dependent?	Yes	No	Yes	No	Yes	No

For other dependent children, please attach list or use another affidavit. **Please note that this affidavit is subject to yearly renewal.**

By signing this affidavit I understand that making, or causing to be made, any knowingly false material statement or material representation; knowingly failing to disclose a material fact, or to otherwise provided false information with the intent to use it, or allow it to be used, to obtain, receive, continue, and/or increase, benefits administered by DPA, may constitute fraud and may result in financial liability to me, and possible employment action up to and including termination of employment.

By signing this document, I therefore swear (or affirm), under penalty of perjury, that I understand the eligibility requirements described in this document and that all information provided is true and correct. The child(ren) listed on this affidavit is/are my dependent(s); resides with me as a member of my household; and is in a parent-child relationship with me, and that I am the primary care parent and am in a parent child relationship in lieu of the child's adoptive, step or natural parent; spouses of your recognized natural, adopted, or step child are not eligible for enrollment; that I am the primary source of his/her/their financial support and maintenance as defined under California State law; that the dependent child(ren) is/are not a foster child; and, is/are not enrolled in dental benefit coverage from any other California State-sponsored civil service employment or California State University employment source.

Employee Signature: _____ Date Signed _____

Social Security Number: _____ - _____ - _____

Employing Agency: _____

City: _____ Daytime Phone Number: () _____

EMPLOYING DEPARTMENT USE ONLY

The Personnel Office must maintain this document in the employee's official personnel file, attached to the agency copy of the Dental Enrollment Authorization (STD. 692). Do not send a copy of affidavit to SCO or DPA.

Date Received in Authorized Departmental Personnel Office: _____,

I have verified that all portions of this affidavit are complete and any required documentation has been submitted to the human resources office at the time this document was submitted.

Employing Department Personnel - Authorized Signatory

PRIVACY NOTICE

The Information Practice Act of 1977 (Civil Code Section 1798.17) and the Federal Privacy Act (Public Law 93-579) require that this notice be provided when collecting personal information from individuals.

Information requested on this form is used by the Department of Personnel Administration and the dental insurance company for the purpose of identification and dental coverage processing.

It is **mandatory** to furnish all information requested on this form. Failure to provide the **mandatory** information may result in the dental enrollment action not being processed or being processed incorrectly.

The Department of Personnel Administration requires social security number and name for identification purposes. Legal references authorizing maintenance of this information include Government Code Sections 1151, 1153, Sections 6011 and 6051 of the Internal Revenue Code, and Regulation 4, Section 404.1256, Code of Federal Regulations, under Section 218, Title II of the Social Security Act.

Information provided on the form will be forwarded to the dental company providing coverage. Copies of the Affidavit of Eligibility for Dependent Children are maintained in confidential files of your personnel office for five years. For retirees, these forms are maintained with the California Public Employees' Retirement System (CalPERS) for five years. Individuals have the right of access to copies of their Affidavit of Eligibility for Dependent Children upon request. For active employees, please send requests to your personnel office. For retirees, please send your request to the California Public Employees' Retirement System (CalPERS), 400 P. Street, Sacramento, CA. 95814, Attn: Health Benefit Services Division.