

Required documentation for Dependent Verification

If you are adding a dependent to CA Times medical, dental or vision plans, you will be required to submit dependent eligibility documentation within 30 days of the date of the event. For new hires, the date of the event is considered the hire date. If enrolling dependents during the open enrollment period for the new plan year you have until 12/31. This documentation allows us to ensure that only eligible dependents are added to the CA Times benefits plans.

Required documentation includes:

RELATIONSHIP	DOCUMENTATION	ADDITIONAL NOTES
Legal Spouse (opposite and same sex)	Copy of Government Issued Marriage Certificate or Copy of Prior Year's Tax Return Showing Spouse	Marriage certificate should show date of marriage Or Tax Return must be the most recent tax year filed
Domestic Partner	Affidavit of Domestic Partner/Domestic Partner Child Qualification and Guidelines and Tax Status Declaration	To find the two mentioned documents please see Resources section on Dayforce site or on Benefits App–Enrollment Resources.
Child / Legal Guardian / Stepchild	Birth Certificate* or Court Adoption Documents / Legal Guardianship or Copy of Prior Year's Tax Return Showing Child	The child's birth certificate, court documents mentioning the employee as the adopted parent or legal guardian or employee tax return showing the dependent. Stepchild birth certificate and marriage certificate showing natural parent and employee are married or employee tax return showing the dependent.
Domestic Partner's Child	Affidavit of Domestic Partner/Domestic Partner Child Qualification and Guidelines	To find the two mentioned documents please see Resources section on Dayforce site or on Benefits App–Enrollment Resources.

**Hospital Certificate is acceptable until Birth Certificate is received. Employee is responsible for ensuring Birth Certificate and SSN are submitted to Dayforce once available.*

Documentation must be provided within 30 days of the date of the event. For new hires, the date of the event is considered the hire date. If enrolling dependents during the open enrollment period for the new plan year you have until 12/31. All required documents must indicate the date, your name, your Employee ID, and dependent's name.

If you have any questions, you may contact the CA Times Human Resources at 213-237-2165.

Online Upload: <https://sso.dayforcehcm.com/nantmedia>

Secure Fax: 1-800-369-0649

Mail: CA Times Benefits Service Center
P.O. Box 3029
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