



Prince George's County Public Schools  
**Dependent Eligibility Matrix**

#	Dependent Type	Eligibility Criteria	Documents Required for Verification
1	Spouse	<ul style="list-style-type: none"> <li>The person is currently your legal spouse. A domestic partner, legally separated or ex-spouse is <b>not</b> an eligible dependent.</li> </ul>	<ul style="list-style-type: none"> <li>A copy of your marriage license  <b>AND</b></li> <li>One form of documentation dated (within 6 months) establishing current marital status such as: <b>a joint household bill, joint bank/credit account, joint mortgage or lease</b>, or front page and signature page of your most recent jointly filed <b>Federal tax return</b> (filed in the past 2 years with blacked out financial information) or designation of the spouse as a primary beneficiary of the <b>employee's life insurance</b>, or <b>retirement benefits</b>, and listing primary residence</li> </ul>
2	Biological Child	<ul style="list-style-type: none"> <li>Your Biological Child  <b>AND</b></li> <li>Up to age 26</li> </ul>	<ul style="list-style-type: none"> <li>A copy of the child's Government issued birth certificate naming you as the child's parent</li> </ul>
3	Stepchild	<ul style="list-style-type: none"> <li>Your Stepchild  <b>AND</b></li> <li>Up to age 26</li> </ul>	<ul style="list-style-type: none"> <li>Verification of Spouse (See Spouse)  <b>AND</b></li> <li>A copy of the child's Government issued birth certificate naming your spouse as the child's parent</li> </ul>
4	Legally Adopted Child	<ul style="list-style-type: none"> <li>Your Legally Adopted Child (legal adoption or in anticipation of a legal adoption)  <b>AND</b></li> <li>Up to age 26</li> </ul>	<ul style="list-style-type: none"> <li>A copy of adoption decree naming you as the child's adoptive parent  <b>OR</b></li> <li>Papers from the adoption agency showing intent to adopt (Social Security Number required within 12 weeks of adoption finalization)  <b>AND</b></li> <li>A copy of a legal document showing child's age</li> </ul>
5	Legal Guardianship of Child	<ul style="list-style-type: none"> <li>You are the Legal Guardian in accordance with the laws of the state in which the dependent resides.  <b>AND</b></li> <li>Up to age 26</li> </ul>	<ul style="list-style-type: none"> <li>A copy of court documents signed by a judge verifying legal custody of the child  <b>AND</b></li> <li>Government issued birth certificate of child</li> </ul>
6	A Child Covered by a Qualified Medical Child Support Order (QMCSO)	<ul style="list-style-type: none"> <li>Child is up to age 26  <b>AND</b></li> <li>Unmarried  <b>AND</b></li> <li>Is named as an alternate recipient with respect to the member under a QMCSO</li> </ul>	<ul style="list-style-type: none"> <li>A copy of the QMCSO issued by a State agency  <b>OR</b></li> <li>Court documents signed by a judge</li> </ul>

#	Dependent Type	Eligibility Criteria	Documents Required for Verification
7	Disabled Dependent • Age 26 or older	<ul style="list-style-type: none"> <li>• Same as dependent type above (Biological, Step, Adopted, etc.)</li> <li>• The dependent is age 26 or older <b>AND</b></li> <li>• A dependent that, due to a mental or physical disability, is incapable of self-support <b>AND</b></li> <li>• The disability must have begun before the child reached age 26</li> </ul>	<ul style="list-style-type: none"> <li>• Same as dependent type above (Biological, Step, Adopted, etc.) <b>AND</b></li> <li>• Fill in dependent type from above, along with #7 in column "C" of Affidavit.</li> </ul> <p><i>Note: If age 26 or over, the dependent must have previously been approved as disabled by PGCPs.</i></p>

**ONLINE RESOURCES TO OBTAIN DOCUMENTS:**

<p><b>Birth Certificates &amp; Marriage Licenses (United States)</b></p> <p>Maryland issued Vital Records:  <a href="https://health.maryland.gov/vsa/Pages/certs.aspx">https://health.maryland.gov/vsa/Pages/certs.aspx</a></p> <p>National Center for Health Statistics:  <a href="http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm">http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm</a></p> <p>National Database for Government Certified Vital Records:  <a href="https://www.vitalchek.com">https://www.vitalchek.com</a></p>	<p><b>Birth Certificates &amp; Marriage Licenses (International)</b></p> <p>U.S. Department of State:  <a href="https://travel.state.gov/content/travel/en/records-and-authentications.html">https://travel.state.gov/content/travel/en/records-and-authentications.html</a>            or  <a href="https://travel.state.gov">https://travel.state.gov</a> and search "birth abroad"</p> <hr/> <p><b>Official Tax Return Receipt</b></p> <p>Internal Revenue Service:  <a href="http://www.irs.gov/formspubs">http://www.irs.gov/formspubs</a></p>
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