

Application/Affidavit to Establish Dependency by Guardianship for IU-Sponsored Health Care Plans



IMPORTANT INFORMATION—PLEASE READ BEFORE COMPLETING THIS FORM

In order for the below listed child to qualify as an eligible dependent, the following guidelines must be met:

1. The guardianship of the child must be established by a currently valid court order in the United States.
2. The guardianship of the child must be for an unlimited period of time;
3. The employee and/or eligible spouse must be the sole guardian of the child and no other individual(s) may share financial or parental responsibility for the child.
4. The guardianship must be as a result of the child having no parent capable of caring for the child.
5. The employee and/or eligible spouse must be the sole means of financial support for the child (other than support from governmental agencies or programs);
6. The child must be a citizen, national, or resident of the United States or of a country contiguous to the United States.

A copy of the Guardianship Order must be attached to this application/affidavit. Submit completed application and required documentation to IU Human Resources at askhr@iu.edu or 400 E. 7th Street, Poplars E165, Bloomington, IN 47405.

SECTION 1—Employee Information

Employee Name:		University 10-Digit ID:	
Date of Birth:		Campus:	
Email:		Phone:	
Address:	City:	State:	Zip:

SECTION 2—Child's Information

Child's Name:		DOB:	SSN:
Address:	City:	State:	Zip:

SECTION 3—Guardianship Information

Court in which guardianship was ordered:		Date of Order:
Other than this order, are you related to this child? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, relationship to child:		
Will the child be your tax dependent? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:		
Reason the parent(s) no longer have custody of the child:		
<input type="checkbox"/> Child lost both parents through death. <input type="checkbox"/> Child has been abandoned by the parents. <input type="checkbox"/> The parents' rights to the child have been taken away through the court. <input type="checkbox"/> Parents are not physically or mentally able to care for the child due to disability or other cause (Explain):		
<input type="checkbox"/> Other (Explain):		

(continued reverse side)

SECTION 4—Employee Certification

I hereby certify that the above listed child meets IU's guidelines for dependent eligibility through guardianship. I understand that I must notify IU within 30 days of any change in the status of this guardianship or any other change in status (e.g. marriage, or financial support) that would make the child ineligible for IU-sponsored health care benefits. I understand that any false information or statements made on this form will be grounds for IU to void my coverage and/or terminate my employment.

 Employee Signature:	Date:
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**Submit completed form to askhr@iu.edu, fax to (812) 855-3409, or
mail to IU Human Resources, Poplars E165, 400 E. 7th Street, Bloomington, IN 47405-3085**