

# Foothill-De Anza Community College District

## 2009 Dependent Eligibility Audit (DEA) Process

### Required Documentation

**Dependent coverage effective July 1, 2009 requires that employees submit the documentation as specified below.**

DEPENDENT TYPE <small>*Please refer to Dependent Definitions</small>	REQUIRED VERIFICATION DOCUMENTATION
<b>SPOUSE</b>	
Spouse	<ul style="list-style-type: none"> <li>Page 1 and signature page of 2008 Federal Income Tax Return (1040, 1040A, 1040EZ) or Form 4868 Application for Automatic Extension with financial information blacked out;</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Page 1 and Certificate of Electronic Filing of Federal Income Tax Return (known as E-file for 1040, 1040A, or 1040EZ) for 2008 with financial information blacked out.</li> </ul>
<b>CHILD</b>	
Unmarried dependent child through age 18	<ul style="list-style-type: none"> <li>Page 1 and signature page of 2008 Federal Income Tax Return (1040, 1040A, 1040EZ) or Form 4868 Application for Automatic Extension with financial information blacked out;</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Page 1 and Certificate of Electronic Filing of 2008 Federal Income Tax Return (known as E-file for 1040, 1040A, or 1040EZ) with financial information blacked out;</li> </ul> <p><b>OR</b></p> <p>If you are divorced and required to carry coverage for dependent(s), but cannot claim your dependent(s) on your Federal Income Tax Return:</p> <ul style="list-style-type: none"> <li>A copy of the <b>Divorce Decree with Court Order</b> is required; <b>or</b></li> <li>A copy of the <b>State Qualified Medical Support Order (SQMSO)</b> is required</li> </ul>
Full-Time Student (age 19 through age 23)	<ul style="list-style-type: none"> <li>Page 1 and signature page of 2008 Federal Income Tax Return (1040, 1040A, 1040EZ) or Form 4868 Application for Automatic Extension with financial information blacked out;</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Page 1 and Certificate of Electronic Filing of 2008 Federal Income Tax Return (known as E-file for 1040, 1040A, or 1040EZ) with financial information blacked out;</li> </ul> <p><b>OR</b></p> <p>If you are divorced and required to carry coverage for dependent(s), but cannot claim your dependent(s) on your Federal Income Tax Return:</p> <ul style="list-style-type: none"> <li>A copy of the <b>National Qualified Medical Support Order (NQMSO)</b> is required</li> </ul>
*Disabled Child who becomes disabled before the end of the month in which they turn 19 years of age, subject to verification by the Plan Administrator	<ul style="list-style-type: none"> <li>Page 1 and signature page of 2008 Federal Income Tax Return (1040, 1040A, 1040EZ) or Form 4868 Application for Automatic Extension with financial information blacked out;</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Page 1 and Certificate of Electronic Filing of 2008 Federal Income Tax Return (known as E-file for 1040, 1040A, or 1040EZ) with financial information blacked out;</li> </ul> <p><b>OR</b></p> <p>If you are divorced and required to carry coverage for dependent(s), but cannot claim your dependent(s) on your Federal Income Tax Return:</p> <ul style="list-style-type: none"> <li>A copy of the <b>Divorce Decree with Court Order</b> is required; <b>or</b></li> <li>A copy of the <b>State Qualified Medical Support Order (SQMSO)</b> is required for dependent under age 19; <b>or</b></li> <li>A copy of the <b>National Qualified Medical Support Order (NQMSO)</b> is required for dependent age 19 through 23.</li> </ul>

#### **TO REQUEST AN EXTENSION DUE TO LATE INCOME TAX FILING:**

Employees who delay filing income taxes must submit a copy of the **2008 Application for Automatic Extension of Time to File U.S. Individual Income Tax Return (Form 4868)** to Secova no later than **June 15, 2009** to request an extension. By this date you must advise Secova whether you will be using the extended deadline of August 15, 2009 or the full extension through October 15, 2009 (the last date to file 2008 IRS taxes). Please be advised that if you require the October 15, 2009 deadline, COBRA extension beyond August 29, 2009 is not available.

**The deadline for compliance is JUNE 15, 2009.  
Failure to provide the required documentation by June 15,  
2009 will result in termination of dependent coverage effective  
June 30, 2009.**