

## Benefit Plan Eligibility

As part of your total compensation and benefit package, Milton Hershey School provides generous benefits offering health and financial protection to you and your family. In order to continue to offer these benefits to your dependents, Milton Hershey School must ensure all dependents meet eligibility requirements for its benefits plans.

We appreciate your commitment to help Milton Hershey School maintain plan compliance and to manage health and welfare costs by ensuring that only eligible dependents are enrolled. Instructions on how to submit verification and documentation requirements are listed below. To determine who is considered an eligible dependent, refer to the “Eligibility Rules and Documentation Required” section below.

### ELIGIBILITY RULES AND DOCUMENTATION REQUIRED

*Below is a list of eligibility rules and documents required to verify your dependent(s). In most cases, at least TWO forms of documentation are required for dependents. Please read carefully.*

Dependent Type	Age	Document Options for Verifying Eligibility
<b>Legal Spouse</b> Your husband or wife under Federal Law	n/a	Government Issued Marriage Certificate and Federal Tax Return Within Last 2 Years <b>OR</b> Government Issued Marriage Certificate and Proof of Joint Ownership Issued Within Last 6 Months <b>OR</b> Government Issued Marriage Certificate Only (if married within the last 12 months)
<b>Biological Child or Step Child</b> Your biological child Your spouse's child	Age 25 & under	Government Issued Birth Certificate (including parents' names)
<b>Disabled Biological Child or Disabled Step Child</b> Your biological child Your spouse's child Must be unmarried Must be medically certified as disable Must be financially supported by you and your spouse	Age 26 & over	Government Issued Birth Certificate (including parents' names) and Federal Tax Return issued within last 2 years claiming child
<b>Adopted Child or Disabled Adopted Child</b> You or your spouse's adopted child Disabled: * Must be unmarried * Must be medically certified as disabled * Must be financially supported by you and your spouse	Age 25 & under or Age 26 & over if Disabled	Adoption Placement Agreement (including child's date of birth) and Petition for Adoption <b>OR</b> Adoption Certificate (including child's date of birth) and Federal Tax Return issued within last 2 years claiming child
<b>Legal Ward or Disabled Legal Ward</b> You or your spouse's legal ward as ordered by the court Disabled: * Must be unmarried * Must be medically certified as disabled * Must be financially supported by you and your spouse	Age 25 & under or Age 26 & over if Disabled	Government Issued Birth Certificate (including parents' name) and Court Ordered Document of Legal Custody And Federal Tax Return issued within last 2 years claiming child
<b>Qualified Medical Support Order</b> Qualified Medical Child Support Order must be ordered for you or your spouse	Age 25 & under	Qualified Medical Child Support Order



## DOCUMENTATION REQUIREMENTS AND THINGS TO REMEMBER

- **SEND COPIES ONLY!**

- Black out Social Security numbers appearing on any documents submitted.
- Only send the first page of your prior year federal tax return that shows your dependents. State tax returns are **NOT** accepted in lieu of federal tax returns.
- Black out all monetary amounts appearing on federal tax returns, for example earnings listed on your 1040.
- Documents proving joint ownership are: mortgage statements, credit card statements, bank statements, property tax statements, and current, non-expired residential leasing agreements listing both parties' names as co-owners. The joint ownership may be established prior to the current year; however, the statement provided must be issued within the last six months, or still current if a residential lease.
- Proof of marriage must be a government-issued marriage license or marriage certificate including the date of your marriage. Church-issued certificates are **NOT** acceptable.
- Birth certificates must be government-issued birth certificates listing parent names. Hospital-issued certificates are **NOT** acceptable.

Submit your documentation to Human Resources by the following methods:

**E-mail:** AndersonC@mhs-pa.org

**Mail:** 1201 Homestead Lane, P.O. Box 830,  
Hershey, PA 17033-0830

**Fax:** 717-520-2387

If you **do not** submit the necessary documentation **within 30 days from date of hire**, your dependents will be deemed ineligible and will not be added to your benefit plans. Any dependent that is deemed eligible will be added retroactively. Your dependents cannot be added to your benefit plans until the next open enrollment period and only after the necessary documentation has been provided. Dependent coverage would then take effect January 1 of the following calendar year.