Endowed Health and Dental Plan
Specific Documentation for Enrollment

In addition to completing the applicable endowed health and/or dental enrollment in Workday (or enrollment form(s) if applicable), you must provide documents to support your dependent’s eligibility for coverage as outlined below. Send the endowed health and/or dental enrollment form(s) (if applicable) and supporting documentation to Benefit Services, 395 Pine Tree Road, East Hill Office Building, Suite 130, Ithaca, New York 14850.

Important: the IRS requires employers to provide the Social Security Number (SSN) for employees and dependents who enroll in their health care plans as part of the Affordable Care Act (ACA) SSN reporting regulations. Be sure to enter the SSN for you and your family members in Workday if you decide to enroll in an endowed health plan.

To enroll a spouse in the endowed health plan, you must provide:
- Copy of marriage certificate

To enroll a domestic partner in the endowed health and dental plan, you must provide:
- Statement of Domestic Partnership (https://hr.cornell.edu/benefits/partnership_end_statement.pdf) or “Affidavit of Domestic Partnership” from the City of Ithaca, NY or other municipality authorized by state law to recognize domestic partner status.

To enroll natural, adopted or stepchildren in the endowed health plan, you must provide:
- Copy of birth certificate or visa and/or passport
- Court order confirming custody (adopted child)

*NOTE: When adding a natural or stepchild to your endowed health or dental plan, documentation is required to establish paternity when a father is not married to a child’s mother and the father’s name is not listed on the child’s birth certificate: in this case, the father is required to produce one of the following documents in order to add the child to endowed health and/or dental plan coverage:
  - The child’s birth certificate noting his status as the father;
  - A court order noting that his status as the father has been adjudicated by a court;
  - A voluntary acknowledgment of Paternity that has been executed and filed with the County Registrar of the county in which the child was born (all states have a paternity acknowledgment process; if the child was born in another state, the enrollee may produce a filed Voluntary Acknowledgment of the Paternity from the other state.)
If an employee cannot or does not produce adequate documentation to establish that he is the child’s father, he can still add the child as a dependent as an “other child.”

To enroll “Other” children in the endowed health and dental plan, you must provide:

- Copy of birth certificate (health plan only)
- Required residence and support (a completed Endowed Health and Dental Plan Tax Dependent Affidavit form). Contact Benefit Services at (607) 255-3936 or via email at benefits@cornell.edu to request this form.

Content Revised 2/12/2016