

Frequently Asked Questions

- If I am out on leave without pay, how do I pay for my benefits premium?
  - Payments are to be paid with a “cashier’s check” or “money order”, made payable to Webb County and turned into the Treasuries Office located on 1110 Washington St., Suite # 202.
- Will I need a marriage license to enroll my spouse on the Medical Plan?
  - Yes, we would need to establish legal responsibility
- Will I need a common-law certificate to enroll my spouse on the Medical Plan?
  - Yes, we would need to establish legal responsibility
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DEPENDENT ELIGIBILITY REQUIREMENTS

Legal Spouse	<b>Spouse Under the Laws of The State of Texas Who Is Not Eligible for Coverage Through Their Employer</b>	State-Issued Marriage Certificate
Common Law Spouse	<b>Common Law Spouse Must Be Recognized By the State And Must Have County Issued Common Law Affidavit Filed With The County Clerk</b>	<b>Certificate of Informal Marriage-Declaration a Registration of Informal Marriage By Parties Fr The County Clerk And Proof Of Joint Ownership Issued Within The Last 6 Months</b>
Biological Child(ren)	<b>Under Age 26</b>	<b>State Issued Birth Certificate</b>
Stepchild(ren)	<b>Under Age 26</b>	<b>State Issued Birth Certificate, State Issued Marriage Certificate OR Affidavit of Common Law Marriage Filed with The County Clerk</b>
Adopted Child(ren)	<b>Under Age 26</b>	<b>Adoption Certificate OR Adoption Placement Agreement If the Child Was Adopted in The Past 12 Months</b>
Grandchild(ren)	<ul style="list-style-type: none"> <li>• <b>Under Age 26</b></li> <li>• <b>Must Be Unmarried</b></li> <li>• <b>Must Reside with The Employee.</b></li> <li>• <b>Must Be Financially Dependent on The Employee</b></li> <li>• <b>Legal Custody of Child</b></li> </ul>	<b>State Issued Birth Certificate of Employee's Child And State Issued Birth Certificate Of Grandchild, Court Ordered Document Of Legal Custody Ordered For Employee And Federal Tax Return Within The Last 2 Years</b>

Legal Ward	<ul style="list-style-type: none"> <li>• Under Age 26</li> <li>• Must Be Unmarried</li> <li>• Must Be Financially Dependent on The Employee.</li> <li>• Guardianship Must Be Ordered for The Employee</li> </ul>	State Issued Birth Certificate, Court Order Document of Legal Custody Ordered for Employment Or State Issued Birth Certificate and Court Order Documentation of Legal Guardianship If Custody Was Obtained In The Past 12 Months
Qualified Medical Child Support Order (QMCSO)	<ul style="list-style-type: none"> <li>• Under Age 26</li> <li>• QMCSO Must Be Ordered For The Dependent</li> </ul>	QMCSO From the Attorney General's Office
Disabled Dependents	<ul style="list-style-type: none"> <li>• Must Be Unmarried</li> <li>• Must Be Medically Certified as Disabled</li> <li>• Must Be Incapable of Self-sustaining Employment</li> <li>• Must Be Financially Dependent on The Employee</li> </ul>	Medical Certification as Disabled and Incapable Self-Sustaining Employment, Federal Tax Return Within the Last 2 Years, And All Other Appropriate Dependent Type of Documentation as Listed Above

You Must Provide Date of Birth and Social Security Numbers for ALL Dependents.

**Elections Will Remain in Effect for The Entire Calendar/Plan Year (January 1st - December 31st). In the Event You Experience A Qualifying Event (Page 7), You May Modify Your Enrollment Within 30 Days of The Event Date.**