

SUPPORTING DOCUMENTATION AT A GLANCE

When an employee adds dependents to his or her benefit elections, the following supporting documentation must be submitted to complete the enrollment process.

- **Legally Domiciled Adult (LDA)**

- One LDA per Employee
- LDA meet certification requirements
- LDA Certification Form

<https://www.micatholic.org/assets/files/benefits/bookkeepers-toolkit/mcc-procedures-guide/employee-benefits/lda/LDA-Certification-Form.201906111026.pdf>

- LDA Decertification Form

<https://www.micatholic.org/assets/files/benefits/bookkeepers-toolkit/mcc-procedures-guide/employee-benefits/lda/LDA-Decertification-Form.201906111026.pdf>

- **Dependent Children**

- Up to age 26
- Birth Certificates
- Social Security Numbers