

Documentation for Family Members

To ensure only eligible family members are covered under our plans, Southwestern Health Resources Clinically Integrated Network requires you to provide documentation to verify the eligibility of your family members added to medical, dental or vision coverage. This applies for all newly added family members whether you are adding them when you are a new hire, have a change in your job status, experience a life event (such as marriage or birth) or during annual benefits enrollment.

If you are an employee who left Southwestern Health Resources and you were rehired more than one year later, you are required to resubmit documentation of your family members' eligibility.

What Documents to Submit

DOCUMENTATION FOR LEGALLY MARRIED SPOUSE

Both of the following need to be provided for your spouse:

- Photocopy of marriage license, marriage certificate provided by your religious organization, or most recent tax return

-and-

- Photocopy of driver's license, most recent tax return, bill or some other documentation that shows both you and your spouse currently have the same address

DOCUMENTATION FOR COMMON-LAW SPOUSE

Both of the following need to be provided for your common-law spouse:

- Photocopy of certification of common law marriage

-and-

- Photocopy of driver's license, bill or some other documentation that shows both you and your common-law spouse currently have the same address

DOCUMENTATION FOR CHILDREN

One of the following needs to be provided for each child:

- Photocopy of birth certificate that shows you and/or your spouse as parents or
- Photocopy of the Verification of Birth Facts document from the hospital that shows you and/or your spouse as parents

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- Photocopy of legal guardianship or adoption papers or
- Photocopy of Qualified Medical Child Support Order (QMCSO)
 - *NOTE: to add a stepchild, you must submit your marriage license in addition to one of the items above.*

When Documentation is Due

2026 Benefits Enrollment: If you're going to add a new eligible dependent to your 2026 medical, dental and/or vision coverage, you'll need to submit documentation to verify their eligibility by Nov. 25.

Documentation must be submitted **within 31 days of your event** (new hire, family status change, etc.).

Where to Send Documentation

Submit your documentation to Southwestern Health Resources Benefits Support by email at SWHRCINBenefitsSupport@texashealth.org. Please include a [cover sheet](#) with your email.

IMPORTANT:

If you do not provide complete and timely documentation, your family members will not be added to your coverage. If your family member is dropped because you did not submit documentation, premiums you have paid are not refunded.