

Completing the Disabled Dependent Child Certification

Completion of this certification is required to apply for the Disabled Dependent Child Benefit. This applies to dependents that are coming upon the limiting age and need benefits to continue due to a physical or mental disability **OR** for an over-age disabled dependent child when a Subscriber is a new enrollee with UHC and the dependent has not had a lapse in dependent group coverage under a subscriber. To determine if your dependent qualifies for the Disabled Dependent Child Benefit, completion of this form by the employee **AND** your dependent's treating medical provider is **required**.

Instructions

1. **Employee Statement Pages:** Sections I, II, III, and IV to be completed in their entirety by the employee. **Employee** is required to sign, date, and provide printed name in Section IV. Employee Confirmation, Signature and Date.
2. Employee to provide an Active copy of the "order/s" (*guardianship, conservatorship, court order, divorce decree*) employee has in place for the dependent if circled in Section II, Dependent Information and/or a Current (within the last 3 months) copy of the SSDI/SSI Benefit Statement if "Yes" was circled in Section III, Question 5.
3. Employee to provide a copy of the Proof of Prior Dependent "Group" Coverage documents, IF, 'YES' was circled in Section III, Questions 1 and/or 2. These documents **MUST** show both the subscriber's and dependent's information and **MUST** include the effective and cease dates, up to when you are requesting enrollment for your dependent with UHC, to include the type of benefit(s) (medical, dental, and/or vision) the dependent was enrolled in under a subscriber. (Please note individual group or exchange coverage, Medicare or Medicaid, as well as most Cobra coverages do not qualify as "Group" coverage/s)
4. **Medical Provider Statement Page:** To be completed in its entirety by the treating medical provider to include signature and date. **Please note**, the certification form **MUST** be received by this dept. within 3 months of the Medical Provider's dated signature.
5. Confirm all pages of the certification form have been completed in their entirety **AND** make a copy for your files before returning the form. (*omission of any information required will cause a delay or inability to process your request*)
6. Return all pages of the fully completed certification form and any additional documents to UnitedHealthcare at the email address or fax number shown below. Please submit only "ONE" fully completed certification form by "ONE" route. Submitting more than one certification form, unless otherwise instructed to, may cause a delay in the review of your request.

Dependent Disability Dept.

Email: disabled_dep_@uhc.com

or

Fax: 844-236-0933

Upon completion of the review process, you and/or your employer group will receive a letter advising of the review determination and coverage dates if applicable. Please allow up to 30 business days for review completion which begins from the date of receipt of all documents required.

For any additional questions regarding your dependent child's eligibility benefits, please contact your employer's Human Resources Department for further assistance.



Disabled Dependent Child Certification

FAX: 844-236-0933

E-mail: Disabled_dep_@uhc.com

Employee's Statement Employee to complete Sections I, II, III & IV. Omitted information will cause delays.

Section I. Employee Information

Group Number: _____ Employer Group Name: _____

What benefit coverages is this review request for? (Circle all applicable) Medical Dental Vision

PRINT Employee Name: (First, Middle, Last)

Employee Marital Status: Never Married Married Divorced Widowed Legally Separated

Date of Birth (mm/dd/yyyy) Member/Subscriber ID# Relationship to Dependent Phone: (Including Area Code)

Employee Current Address(es) (Street, City, State, Zip Code)

Physical: _____

Mailing: _____

Email: _____

Section II. Dependent Information Refer to your Member Handbook for who qualifies as an eligible dependent.

Circle all applicable orders in place by Employee regarding Dependent. Guardianship Court Order
If circled, submit an Active/Current copy of each with this form. Conservatorship Divorce Decree

PRINT Dependent Name: (First, Middle, Last) Date of Birth (mm/dd/yyyy)

Dependent Marital Status: Never Married Married Divorced Widowed Legally Separated

Does the Dependent physically reside with you on a daily basis at the same address? YES NO

If NO, provide reason for different residing address than employee below. (Example: Lives in a group home, medical facility, etc.)

Dependent Currently Resides at: (Street, City, State, Zip Code)

Physical: _____

Mailing: _____

Section III. Financial and Dependent Employment Information

1. Are you a New Employee with a New Employer and/or have new coverage with UHC? (Circle One) YES NO

1a. Was dependent covered under your prior or current Employer's Insurance Plan up to when enrolling with UHC? (Circle One) Not Applicable YES NO

1b. If YES, provide type/s of Coverage and dates.

1b. If YES, provide type/s of Coverage and dates.	Medical:	YES	NO	From:	To:
	Dental:	YES	NO	From:	To:
	Vision:	YES	NO	From:	To:

2. Is dependent over the age of 26 years old? (Circle One) YES NO

2a. If YES, provide a Proof of Prior Group Coverage Document from the prior employer group carrier showing the effective & cease dates AND the benefit types covered for the dependent and subscriber AND then proceed to completing 2b, 2c, and 2d below.

2b. Prior Subscriber's Name: _____ Prior Insurance Carrier Name: _____

2c. Prior Employer Group Name: _____

2d. Prior Coverage type/s and dates:

2d. Prior Coverage type/s and dates:	Medical:	YES	NO	From:	To:
	Dental:	YES	NO	From:	To:
	Vision:	YES	NO	From:	To:

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Section III. Financial and Dependent Employment Information (Continued)

3. Complete 3a-3d to determine if you provide the majority of financial support & maintenance for the dependent...

3a. Do you pay for the dependent's portion of the housing where he/she resides?	Not Applicable	YES	NO
3b. Do you pay for the dependent's monthly food expenses?	Not Applicable	YES	NO
3c. Do you pay for the dependent's monthly prescriptions (out of pocket)?	Not Applicable	YES	NO
3d. Do you pay for the dependent's portion of the utilities (heat, light, water)	Not Applicable	YES	NO

Please note, supporting documentation to the answers provided above in question 3 may be requested

4. Federal Personal Income Tax Return - What was the Last Tax Year you Claimed the dependent?			
5. Does dependent receive SSDI/SSI benefit?		YES	NO
5a. If YES, Amount per Month		\$	
5b. If YES, submit a copy of current SSDI/SSI Benefit Statement.			
6. Is dependent currently working?		Currently Not Working	Full Time / Part Time
6a. If dependent is NOT currently working, Date Last Employed.		Date (mm/dd/yy):	
6b. If dependent is currently working, Gross Monthly Income (before taxes)		\$	
6c. Is dependent's current position with employer eligible for health insurance?		YES	NO
6d. If answered YES, above in 6c, Is dependent carrying "own" health insurance?		YES	NO
6e. If answered NO, above in 6d, provide explanation as to why dependent is not carrying "own" coverage.			
6f. Provide Name and address of <u>dependent's</u> current employer below: (Street, City, State, Zip Code)			

7. Is dependent currently a student in post-secondary schooling?		YES	NO
7a. If yes, enrolled:		Full-Time	Part-Time
7b. Grade/Level:			
7c. School type:			
7d. If No, When was the last date attended?		Date (mm/dd/yy):	
7e. If No, What was the highest degree or grade level of schooling completed?			
8. Does dependent hold a valid driver's license?		YES	NO

9. Provide any further Explanations/Additional Information: (attach additional pages if needed)

Section IV. Employee Confirmation, Signature and Date

I confirm I have completed the Employee's Statement in it's entirety. I know it is a crime to fill out this form with information I know is false or leave out information I know is important.

PRINT Employee Name: _____

Employee Signature: _____

Date: _____

For processing purposes, Employee's Statement and Medical Provider Statement MUST be submitted together.



FAX: 844-236-0933

E-mail: Disabled_dep_@uhc.com

Disabled Dependent Child Certification

THIS PAGE IS TO BE COMPLETED IN FULL BY THE DEPENDENT'S TREATING MEDICAL PROVIDER ONLY.

Medical Provider Statement

(Any fee for the completion of this statement is to be paid by the employee.)
Answer all questions below. Omitted information will cause delays.

Patient's Name: (First, Middle, Last)	Patient's Date of Birth (mm/dd/yyyy)
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1. What is the primary disabling diagnosis?

2. Age diagnosed with Primary Disabling Diagnosis? (Circle One) From Birth / From _____ Years of Age

3. The patient is presently: (Circle all applicable) Ambulatory Confined To: Bed House Hospital Wheelchair

4. What are the physical/mental/functional limitations related to the primary disabling diagnosis?

5. Are there any other diagnoses currently being treated?	YES	NO
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5a. If YES, please list:

6. Is patient currently able to work?	YES	NO	6a. If YES (circle one)	Full-Time	Part-Time
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7. Is patient currently able to be "financially" self-supportive (does not need financial help from others)?	YES	NO
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8. Is patient currently physically able to care for self in all aspects of ADLs (activities of daily living)?	YES	NO
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9. If answered NO in 7 & 8 above. Please explain below.
Intellectual/Developmental Disability Physical Handicap Mental Handicap Other (Explain below)

10. Will patient be capable of self-support in the future?	YES	NO
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10b. If yes, as of what date? Date (mm/dd/yy):

Check box if documents Attached. Current written documentation or medical records (within the last three (3) months).

I confirm I have completed the Medical Provider Statement in it's entirety. I know it is a crime to fill out this form with information I know is false or to leave out information I know is important.

Medical Provider Signature: _____ Date: _____

PRINT Medical Provider Name, Address (Street, City, State, Zip Code)	Phone: (Including Area Code)
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For processing purposes, Employee's Statement and Medical Provider Statement MUST be submitted together.