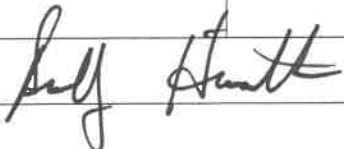


Chief Administrative Officer Policy Memorandum	Date of Issue: May 6, 2014	Expiration Date: N/A
		Policy #46 Qualified Adult Benefits
Signature: 		

Purpose

To provide all benefits that are currently available to employee's spouses and their children to Qualified Adults and their dependent children to the extent allowed by state and federal law.

To improve the competitive position of the Lexington-Fayette Urban County Government (LFUCG) to recruit and retain top talent.

Scope

Effective July 1, 2014, the LFUCG benefit enrollment requirements will be adjusted to reflect coverage of eligible Qualified Adults under the appropriate policies.

Definitions

Qualified Adult is defined as a person of the same or opposite sex who meets the following criteria:

- Age 18 or older;
- Not related to the employee;
- Must reside with employee for at least twelve (12) months prior to enrollment;
- Must be unmarried;
- Financially interdependent with the covered employee for at least twelve (12) months and will certify, via an affidavit signed by both the Qualified Adult and the employee, that at least two (2) of the following conditions have existed for twelve (12) months. (chose one (1) from the left column and one (1) from the right column):

Joint ownership of real estate property or joint tenancy on a residential lease	Will designating the eligible Qualified Adult as primary beneficiary
Joint ownership of an automobile	Retirement plan or life insurance policy beneficiary designation form designating the eligible Qualified Adult as primary beneficiary
Joint bank or credit account	Durable power of attorney signed to the effect that the employee and eligible Qualified Adult have granted powers to one another
Joint liabilities	Adoption papers or legal guardianship identifying the employee and Qualified Adult as the joint adopting individuals or joint legal guardians
Joint utility account	

- Agree to inform the LFUCG within 30 days of any change in the circumstances attested to in the affidavit.

Memorandum**Procedure**

- I. Employees may register a Qualified Adult and their dependents for health, dental, vision, and dependent life benefits coverage and other eligible benefits as allowed by state and federal law.
- II. A signed affidavit declaring eligibility for Qualified Adult Benefits will be required for coverage under group health, dental, vision, and dependent life benefits.
- III. The affidavit must be signed by both parties and submitted to the Division of Human Resources when enrolling for benefits.
- IV. Natural or adopted children of Qualified Adults are eligible for benefits as described in the Summary Plan Description (SPD).
- V. Enrollment of Qualified Adults and their eligible dependent children is subject to the same rules as enrollment of other dependents under the SPD.
- VI. The employee may add a Qualified Adult and eligible dependent children to their coverage during open enrollment or within 30 days of the qualifying event.
- VII. The signature of the affidavit declaring eligibility for Qualified Adult Benefits will serve as the qualifying event for enrollment of qualified adults.
- VIII. Before coverage will be in effect, all required documentation must be submitted and approved by the Division of Human Resources.
- IX. The employee will be required to complete a *Declaration of Termination* of the relationship within 30 days of the termination of the relationship.
- X. The employee must wait 12 months from the submission date of the *Declaration of Termination* before enrolling another Qualified Adult.
- XI. All provisions are subject to the SPD.

Memorandum

Tax Consequences

Tax implications are governed by state and federal law. Employees are encouraged to consult a tax professional before enrolling a Qualified Adult.