

Anyone that you cover under your State Health plan is considered a “dependent.” This includes both a spouse and/or children. If you need to add a new dependent to your State Health coverage, you typically have 31 days to do so. (90 days for a new baby) Here’s what you need to do to ensure that your dependents are covered. Or you may add them during Open Enrollment each year for the new year.



Step 1: Login to the State Health enrollment portal and add your dependent. Once the request is received, SHBP will need to verify that the person you wish to add is indeed a dependent.

Step 2: Gather all documentation that will be required—marriage certificate for adding a spouse, birth certificates, social security numbers, etc.

Step 3: Closely monitor your e-mail and your mail at home—follow the detailed instructions you receive via mail (and e-mail, if your e-mail address is on file) for completing the verification process. **IMPORTANT:** The letter you will receive includes a cover sheet with a bar code on it that **MUST** be returned with your documentation! **DO NOT LOSE THIS SHEET!**

Step 4: Follow the instructions and send in all the required documentation.

Step 5: You will begin paying for your requested coverage based on when it becomes effective and your new dependents will be covered at that time.

Please note: Verification of dependents is assumed to be approved before State Health receives and reviews your documentation. Should State Health determine that your dependents are NOT eligible, you will not receive a refund for the premium you’ve paid.

**Got More Questions About the
Dependent Verification Process?**

Call SHBP Member Services at:
1-800-610-1863



Failure to turn in requested verification documents by the deadline will result in coverage cancellation for your dependents even though you paid the premium!! You will not receive a refund.