



IMPORTANT NOTICE: DEPENDENT ELIGIBILITY AUDIT

ACTION REQUIRED BY NOVEMBER 23, 2025

As part of the City's participation in the Intergovernmental Personnel Benefit Cooperative (IPBC), a dependent eligibility audit must be completed every five years. This audit verifies that all dependents enrolled in the City's health and dental insurance plans are currently eligible for coverage. **Participation is mandatory for all employees, retirees, library, and township participants who currently cover one or more dependents. Failure to submit required documentation will result in removal of dependents from coverage.**

HOW TO SUBMIT DOCUMENTS

Submit all required documentation no later than **November 23, 2025** by emailing hr@cityhpil.com, or by dropping off or mailing your materials to City of Highland Park, Attn: Human Resources Division, 1707 St. Johns Avenue, Highland Park, IL 60035. Please ensure that Social Security numbers and any financial information are redacted before submission. **Do not send original documents.**

WHAT DOCUMENTS TO SUBMIT

A list of acceptable documentation is provided on the back of this notice. For eligible spouses and civil union partners, the City does not require a second copy of your marriage or civil union certificate if it is already on file; however, you must still re-substantiate the relationship by submitting one form of secondary documentation. For natural children, no additional birth certificate is needed if one is already on file. Please review the back of this notice carefully to confirm what applies to your situation.

Relationship	Required Documents
Spouse or Civil Union Partner	All eligible spouses or civil union partners must be re-substantiated as part of this audit. A new Category A document is required for all enrolled spouses or civil union partners, regardless of what is already on file. Category A: Proof of Ongoing Relationship. Required for all, please submit one of the following: ○ Page 1 of your 2024 federal tax return showing “married filing” status with both names listed. ○ Utility, bank, or credit card statement showing common address. ○ A signed affidavit attesting to the ongoing marital or civil union. A template can be provided by HR upon request. Category B: Marriage or Civil Union Record. If the City already has a copy of your marriage or civil union certificate, you <i>do not</i> need to resubmit it. If we do not have one on file, please provide.
Natural Child	No new documentation is required if a birth certificate is on file.
Step-Child	Must be re-substantiated through both the spouse’s relationship to the employee and the child’s relationship to the spouse. Birth relationship to the child only needs to be substantiated if not previously provided (e.g., a birth certificate showing the spouse as parent).
Adopted, Foster, or Other Legal Dependents	May require court, placement, or guardianship documentation if not previously provided. Contact Tracy Vigan tvigan@cityhpil.com with questions about your specific situation.