



# Modine Health and Welfare Plans

## *Dependent Eligibility Verification*

Modine is pleased to offer comprehensive benefits to you and your eligible dependents. While we have defined specific criteria for determining eligibility for dependents, some employees cover individuals who are not eligible dependents resulting in our benefit plan paying for coverage and claims of ineligible participants. Therefore, Modine requires all active employees who have elected to cover dependents under Modine's health plans (medical/ prescription, dental and vision) provide proof of eligibility.

### What Do I Need To Do?

Review the list of valid documentation provided below and upload the documentation to your [Bswift Employee File](#) (*instructions provided below on pg. 3*) using secure online upload with your computer or smartphone **within 45 days of the start of your eligibility** (annual enrollment, initial eligibility (new hire / rehire) or qualified life event).

Any dependent for whom does not have the required documentation will not be covered under the Modine health plans and will lose eligibility for the remainder of the plan year. Documentation will be required to add dependent(s) to coverage during future annual enrollments or to add dependent(s) to coverage due to a HIPAA qualified life event.

### Who Are Eligible Dependents?

Under the Modine health insurance plans, you may elect to cover the following dependents:

- Your legal spouse
- Your dependent child, or, in some cases, a dependent child of your legal spouse up to age 26, including:
  - o Biological child
  - o Legally adopted child
  - o Stepchild
  - o A child for whom you assume legal custody or guardianship
  - o Natural or adopted child for whom coverage is required a "Qualified Medical Child Support Order" or other valid court decree
  - o Child, as defined above, incapable of self-support prior to the age of 26 due to a total and permanent physical impairment and/or mental impairment, unmarried, and requires 50% or more of your support

### Who are NOT Eligible Dependents?

- Ex-Spouse or legally separated spouse
- Domestic Partners
- Dependent Children 26 years of age or older (unless incapable of self-support due to a mental or physical disability that existed before age 26)

### What Valid Documentation Do I Need To Provide?

- **Legal Spouse:** government-issued marriage certificate
- **Biological Child:** government-issued birth certificate, or hospital verification (recent birth)
- **Adopted Child:** court-approved adoption documents, or placement letter (recent adoption)
- **Step-Child:** birth certificate and marriage certificate to verify employee's legal spouse as the child's parent
- **Child by Custody or Guardianship:** court-approved custody or guardianship documents or court-order for a Qualified Medical Child Support Order



## How Can I Find This Documentation?

You may already have the required documents within your possession. If you do not have these documents, you may attempt any of the following:

- Check with county offices, register of deeds, for birth certificates or marriage licenses
- Write to or visit the vital statistics office in the state or area where you were married to obtain a copy of a marriage license in the United States.
- Contact the hospital(s) in which your children were born.
- Access the following website (there may be a fee applied):
  - [Order Your Vital Records Online | VitalChek](#)
- If your children were born outside of the United States, but had U.S. citizenship at birth, you can request a birth certificate from:
  - o Passport Vital Records Office, Suite 510  
1111 19<sup>th</sup> Street NW  
Washington, DC 20036  
Phone: (202) 955-0307  
[www.travel.state.gov](http://www.travel.state.gov)
- To check on where to write to obtain vital records, log on to [Replace Your Vital Records | USAGov](#)

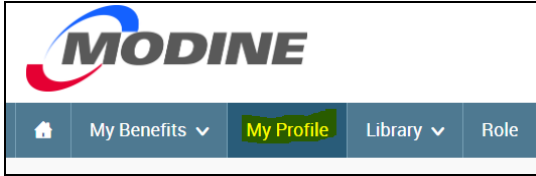
*Any fees associated with the procurement of the required documents will be obtained by the employee.*

If you have questions regarding this process, please contact your local Human Resources Representative or contact the Corporate Benefits Team at (262) 619-8200 or email [benefits@modine.com](mailto:benefits@modine.com).

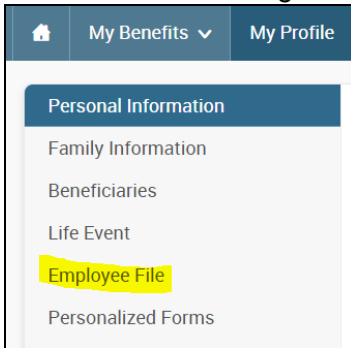


# How to Upload Documents to My Bswift Employee File

1. Log in to <https://mymodine.bswift.com>. On the top blue menu bar, select “My Profile”



2. On the left-hand navigation page under “Personal Information”, select “Employee File”



3. Click on the “View and Upload Documents” link next to the corresponding dependent



4. Select the document type from the drop down menu, select the “Choose File” button to upload the document from your computer / smartphone, enter a title for the document and click “Save”

\* Fields are required

\* Document Type: Unspecified

\* File: Choose File (No file chosen)

\* Title: [Text Input]

Description: [Text Input]

\* Document Date: 11/16/2023

Save Cancel

5. To confirm your document was uploaded successfully, go back into your Employee File and scroll down to the bottom of the screen

| Name | Date of Birth | Title                   | Description | Document Type        | Document Date | Employee Viewable | Saved On             | Saved By | View                 |
|------|---------------|-------------------------|-------------|----------------------|---------------|-------------------|----------------------|----------|----------------------|
|      |               | Proof of Birth Document |             | Birth Certificate    | 11/07/2023    | Yes               | 11/7/2023 5:03:20 PM |          | <a href="#">View</a> |
|      |               | Marriage Certificate v2 |             | Unspecified          | 08/23/2023    | Yes               | 8/23/2023 2:13:19 PM |          | <a href="#">View</a> |
|      |               | Marriage Certificate    |             | Marriage Certificate | 08/15/2023    | Yes               | 8/15/2023 8:44:52 AM |          | <a href="#">View</a> |