EAP Dependent Packet

Instructions

A “dependent” includes a spouse, registered domestic partner (same sex), and/or child.

If a dependent will accompany you on EAP:

1. Notify your Campus EAP Advisor.
2. Read the instructions and guidelines on page 1 and 2 of the EAP Dependent Packet.
3. Complete and return the following items to UOEAP:
   - Statement of Intent (page 3 of the Dependent Packet)
   - Memorandum of Understanding (page 4 of the Dependent Packet)
   - Written statement of your particular situation, explaining your plans for housing, child care and schools (if necessary).
   - Affidavit of Registered Domestic Partnership (if applicable)
4. Complete the Mandatory EAP Health Insurance Dependent Enrollment Form on page 5 of the EAP Dependent Packet and submit it with the insurance payment required for your dependent(s) to Mercer Health and Benefits (address is indicated on the form).