

HEALTH BENEFITS E-NEWS

*Department of Human Resource Management
Office of Health Benefits*

August 25, 2009

Clarification on Eligibility Documentation Requirements

The Office of Health Benefits has received a number of questions regarding documentation of eligibility when dependents are added to health coverage. To clarify, **the new policy as of August 1, 2009 requires documentation for all dependents being enrolled in the health benefits program.** This includes dependents of new employees, dependents added with a qualifying mid-year event and those added during the annual Open Enrollment period. The Eligibility Definitions chart insert attached and sent in the sample packet earlier provides guidance on what documentation is needed for each dependent type. Enrollees adding dependents must also complete the attached Proof of Eligibility form, which will be used in the interim until a new enrollment form is produced for spring Open Enrollment. Until the enrollment form is revised, the Proof of Eligibility form also should be signed by the enrollee when Benefits Administrators collect supporting documentation for a pending transaction from EmployeeDirect when dependents are added.