



DEPENDENT VERIFICATION CENTER
P.O. BOX 1415
LINCOLNSHIRE, IL 60069-1415

Return Service Requested

0000-1-1 HAE3 9897105 12-21-2018 I

SALLY TEST
123 MAIN STREET
ANYTOWN, AL 22222

TIME SENSITIVE MATERIALS ENCLOSED



Your action is required to ensure continued benefit coverage for your dependents

The Kentucky Employees' Health Plan (KEHP) is partnering with the Alight Dependent Verification Center to verify the eligibility of the dependents covered on the KEHP. **Please confirm your dependents' eligibility** for KEHP benefits by providing the Dependent Verification Center with the requested documentation.

If you do not provide the required documentation by the date listed on page 2, or your dependent(s) are not eligible according to KEHP rules, your dependent(s) will be dropped from your KEHP benefits.

Steps to verify your dependents' eligibility:

Step One: Review the list of dependents printed on the back of this page and match each of them to the eligible dependent types listed on page 3. Refer to your Medical Benefit Booklet for complete dependent eligibility rules and definitions.

Step Two: Once you have matched your dependents to their appropriate dependent type, gather all necessary documentation and review the verification tips on page 3.

Step Three: For accelerated determination, submit your documentation using secure online upload with your computer or smartphone:

Secure Online Upload: www.yourdependentverification.com/plan-smart-info (Allow 3 days for documentation to be reviewed; you can view your verification status online.)

Login Name: KY + Your Dependent Verification ID. (Example KY0000000)
Your Dependent Verification ID can be found at the bottom center of this page.

Password: This is your date of birth in mmddyy format. (Example 013168)
You will be instructed to change your password upon entering the secured site.

You may also submit your documents via secure fax using the enclosed fax cover page or US mail:



Secure Fax: 1-877-965-9555 (Allow 5 days for documentation to be reviewed; you can view your verification status online.)

Mail: Dependent Verification Center, PO Box 1414, Lincolnshire, IL 60069-1414 (Allow 21 days from date documentation is mailed for documentation to be reviewed and a response to be received via US mail.)

Step Four: The Dependent Verification Center will review your submitted documentation; you can log into our online portal to view your status. We will also notify you of your status via U.S. mail.

Si tiene preguntas acerca de la auditoría o el proceso, llame al Centro de Verificación de Dependientes al 1-800-725-5810. La línea de ayuda esta disponible de lunes a viernes de 8 a.m. a 11 p.m. hora del Este (ET).

Name	Status
Timmy Test	Not verified

******* IMPORTANT: Deadline to verify this dependent is 1/26/2019 *******

This list represents the status of each of your dependents as of the date of this letter. Any more recent activity will not be reflected. Please note you will be notified by mail of the results within 10-14 days after your documentation is received. You may also visit the website to view the results within 3-5 business days of faxing or uploading your documents.



DOCUMENTATION TO SUBMIT:

Spouse (Two documents required, one from section A and one from section B)

Document A

- Government-Issued Marriage Certificate including date of marriage (document B not required if married in past 12 months)
- Notarized Affidavit of Common Law Marriage (a copy can be found on the Dependent Verification Portal)

Document B

- Federal Tax Return within last 2 years listing your spouse
- Proof of Joint Ownership issued within the last 6 months

Child

- Biological Child: Government-Issued Birth Certificate
- Adopted Child: Government-Issued Birth Certificate or Adoption Certificate or Placement Agreement
- Step-Child: Government-Issued Birth Certificate **AND both** documents to verify Spouse
- Legal Ward: Government-Issued Birth Certificate **AND** Court Ordered Document of Guardianship
- Foster Child: Foster Care Letter of Placement

VERIFICATION TIPS:

- Birth certificates must be government-issued and must include parents' names; hospital-issued birth certificates are accepted only for children less than three months of age
- PHOTOCOPYING VITAL RECORDS MAY BE PROHIBITED BY STATE LAW. DOES NOT APPLY TO KENTUCKY VITAL RECORDS: Some states have laws that prohibit a person from copying vital records, such as birth certificates or marriage certificates. Copying, for this purpose, generally includes documents scanned or faxed, as well as photocopied. You should confirm the permissibility of copying vital records with the vital records office that issued the record in question. If copying is prohibited, we recommend that you obtain a duplicate government issued document from your vital records office (a non-certified document is acceptable if available) and submit via U.S. mail. Document(s) submitted will not be returned.
- Proofs of Joint Ownership issued within the last 6 months include mortgage statements, bank statements, credit card statements, rental/lease agreements or property tax statements with both parties' names as co-owners.
- Send only the first page of your prior year Federal Tax Return (Form 1040) that shows your dependents, black out all financial information and Social Security numbers

For More Information:

Visit www.yourdependentverification.com/plan-smart-info using the instructions included in this letter to check your verification status, view notices, upload documentation, view our Security and Privacy policy, and more. If you have questions about the verification process, you can access our FAQ online or pose a question to a Dependent Verification representative via our secure mailbox. You can also contact the Dependent Verification Center at 1-800-725-5810. Representatives are available Monday - Friday from 8 a.m. to 11 p.m. Eastern Time.

Go Paperless!

If you would like to receive paperless notices in the future, please visit the Dependent Verification Portal site and enroll in paperless. You'll have convenient and secure access to all notices and will get more timely notifications. You will receive email notification when a new notice is ready to review. If you change your mind, you can return to paper notices at any time by changing your preference online.

For complete details about the terms of your benefit plans, please consult the plan's Summary Plan Description and/or the plan document. In the event of a conflict between the information in this letter and the information located in the official plan documents, the official plan documents shall control.

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FOR EXPEDITED PROCESSING BY FAX OR MAIL, PLEASE INCLUDE THIS COVER SHEET ALONG WITH YOUR SUBMITTED DOCUMENTS.

COVER SHEET IS FORMATTED FOR SPECIFIED PARTICIPANT ONLY. INCLUSION OF OTHER PARTICIPANT DOCUMENTATION MAY RESULT IN A DELAY IN PROCESSING. PLEASE ALLOW 5 BUSINESS DAYS UPON RECEIPT FOR DOCUMENT PROCESSING.



Fax



Kentucky Employees' Health Plan

To: **Dependent Verification Center**

From: **Sally Test**

Fax: **1-877-965-9555**

Pages:

Phone:

Date:

Re: **9897105**

Company: **Commonwealth of Kentucky (KEHP)**

Please fax this sheet and accompanying documents to 1-877-965-9555 (secure FAX line)

*Place the initials of the dependent types below next to your dependent(s)' name to the right.

- LS- Legal Spouse
- BC- Biological Child
- SC- Step Child
- FC- Foster Child
- AC- Adopted Child
- LW- Legal Ward

Dependent List

<u>Name</u>	<u>Date of Birth</u>	<u>Relationship</u>
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Timmy Test 1/1/1990 Child

IMPORTANT: Deadline to verify dependent(s) listed above is 1/26/2019



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123 MAIN STREET
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