

BENEFITS BULLETIN 2009 - 1
TO: ALL HUMAN RESOURCES AND
BENEFITS CONTACTS

FROM: DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)
HUMAN RESOURCES DIVISION
BENEFITS ADMINISTRATION SERVICES (BAS)

DATE: MARCH 26, 2009

SUBJECT: DEPENDENT ELIGIBILITY VERIFICATION

The State of Ohio is in the process of identifying a vendor to conduct a comprehensive Dependent Eligibility verification for the benefit plan year beginning July 1, 2009. It is imperative that all employees, regardless of whether they carry dependents on their benefits coverage, understand who qualifies as an eligible dependent.

As a first step in the verification process, agencies should provide all employees a copy of the attached:

- Letter to Employee
- Explanation of Dependent Eligibility
- Explanation of Dependent Eligibility Confirmation Statement, and
- The 'Frequently Asked Questions'

Agency Human Resources offices should track and record employee confirmations to ensure they have received a confirmation statement from each employee by Friday, April 24. A confirmation statement is attached, although agencies are free to utilize any mechanism they may currently have in place for tracking employee acknowledgement of policies or procedures. *Agencies that have employees out on a leave of absence must also make sure that confirmation statements are obtained from these individuals.*

Employees that need to make changes to their dependents or health plan will be able to do so during Open Enrollment from May 4 to May 17.

Thank you for your continued support of these important benefit processes. If you have any questions, please contact HCM Customer Service at (614) 466-8857 or 1-800-409-1205, or send an e-mail to benefits@das.state.oh.us.