

Kaiser Permanente offers comprehensive health care coverage to employees and their dependents and strives to ensure that the coverage offered is compliant with eligibility rules. Therefore, they are conducting an update of eligibility records for dependents covered by Kaiser Permanente-sponsored health plans and your participation is required. This update is being conducted by Aon Hewitt's Dependent Verification Center to make this process as easy as possible for you.

### **Action Required**

Between now and **Aug. 17, 2017 at 8 p.m. Pacific time**, please confirm that the dependents you include in your health care coverage are eligible for that coverage by providing the Dependent Verification Center with the requested documentation indicated on My HR. Please note that you must submit dependent verification documentation **even if you have submitted documentation in the past**.

If you discover that you are currently covering dependents who are no longer eligible, you may voluntarily remove them from coverage as part of this process (see Next Steps below).

**IMPORTANT: If you are unable to provide required documentation by Aug. 17, 2017, your dependents will be removed from your Kaiser Permanent benefits effective Oct. 31, 2017 and will no longer have coverage through Kaiser Permanente.**

The next opportunity to enroll your eligible dependent(s) for coverage and provide documentation will be during open enrollment from October 23 - November 10 for coverage effective January 1, 2018.

### **Next Steps**

To verify your dependents' eligibility, simply follow these steps:

1. **Review the list of dependents printed on page 2.** If you are unsure if your dependent is eligible, please refer to your Summary Plan Description available on My HR under Benefits by Employee Group for complete dependent eligibility rules and definitions.
2. Once you have confirmed that your dependents are accurately listed and eligible, **gather all required documentation** and review the verification tips on page 3 or on My HR.

**Submit your documentation** via the Dependent Verification page on My HR - which will direct you to Aon Hewitt's simple and secure web portal - on your computer or smartphone. You may also use this portal to drop any dependents that you discover are ineligible.

- **Secure Online Upload:** See the Dependent Verification article on My HR, which has a link to the Dependent Verification Center online site. (Allow 3-5 days for documentation to be reviewed; you can view your verification status online through the Aon Hewitt Dependent Verification Center.)

- **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.)

**Note: Please do NOT send your documentation to the National Human Resources Service Center**

4. The Aon Hewitt Dependent Verification Center will review your submitted documentation; you can log into our online portal to view your status within 3-5 days. We will also notify you of your status via U.S. mail.

Thank you very much for your assistance. If you have any questions, please contact Aon Hewitt at 1-800-725-5810.

*Si tiene preguntas acerca de la auditor/a o el receso, llame a/ Centro de Verificación de Dependientes a/ 1-800-725-5810. La línea de ayuda está disponible de lunes a viernes de 5 a.m. a 8 p.m. zona Pacífica.*

**DOCUMENTATION TO SUBMIT:**

~ **Spouse & Partner**

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- Government-Issued Marriage Certificate including date of marriage
- Notarized Affidavit of Common Law Marriage (a copy can be found on My HR)
- Notarized Affidavit of Domestic Partnership (a copy can be found on My HR)

**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** document to Spouse or Partner
- Legal Ward: Government-Issued Birth Certificate **AND** Court Ordered Document of Guardianship
- Grandchild: Dependent Government-Issued Birth Certificate **AND Parent** Government-Issued Birth Certificate

**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:** Some state 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.

**For More Information:**

Visit the Dependent Verification page on My HR and click on the Dependent Verification link 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 from 5 a.m. to 8 p.m. Pacific Time.