

MEMO

To: All Members of the Health Insurance Plan

From: CECSD on Behalf of The Cooperative Health Insurance Fund of CNY

Re: Health Plan Dependent Eligibility Verification

Date: December 1, 2021

The cost of health care coverage is shared by all of us. By taking steps to use your benefits efficiently, you help us keep costs low, and quality of care high.

What's Happening?

As you may know, our health plan is a part of The Cooperative Health Insurance Fund of CNY ("Cooperative"). The Cooperative has partnered with Cotiviti (formerly HMS) to conduct a Dependent Eligibility Verification on the health plan, as we have done in the past.

All members with dependents on the health plan must complete the verification, with some exceptions – if your dependent children have already been verified by HMS, it will not be required again. If your spouse has already been verified by HMS, the full document requirements will not apply.

As a participant in the health plan, you will receive further information, instructions and verification requirements, which will be mailed directly from Cotiviti to your home address in the coming weeks.

Who Is Considered a Dependent?

The following family members are considered eligible dependents for the purpose of the dependent eligibility audit: legal spouse, child (biological, adopted, step-child, or legal ward) up to age 26, and disabled child (biological, adopted, step-child, or legal ward) age 26 and older. Again, if your dependents were previously verified by HMS, it will not be required again.

What You Need to Do

You may be asked to provide a copy of your marriage certificate, dependents' birth certificates, federal tax return within the past two filing years, or other types of documents that verify your dependent(s). To prepare you for the next step in this process, you may want to begin locating documents that you will need to verify your dependent(s).

Cotiviti will mail a packet to your home in the coming weeks with detailed instructions regarding which documents you will need, and how you can submit them.

If Your Dependent Is Not Eligible

As mentioned above, correspondence from Cotiviti will instruct you on the necessary steps to take.

Your Support Is Appreciated!

We understand that gathering dependent information requires an effort from you and your family. Thank you in advance for your participation.

Thank you.