

Audience: Employees of an employer who has Dependent Eligibility Verification from TASC.

Purpose: Template for employers to use (send on their own)

Subject: Your Help is Needed – Upcoming Dependent Eligibility Verification

We pride ourselves on offering competitive and affordable benefits, both now and in the future. To maintain these attractive benefits at a reasonable cost to you, we also need to control costs and keep our premiums low. One way to accomplish this is by ensuring all covered spouses and dependents are truly eligible to participate in our health benefit plans. To help us achieve this, we will be conducting a dependent eligibility verification, which is standard practice for employers to ensure they comply with plan eligibility rules.

We need your help. Total Administrative Services Corporation (TASC), a third-party administrator who assists in such verifications, will be sending a letter in the next few days to employees with a spouse and/or one or more dependents enrolled in our medical, dental or vision plan. TASC will request certain documentation to verify your eligibility and that of your dependents. The required documentation will be detailed in the letter you receive.

We ask that you make every effort to provide TASC with your information in a timely manner. You will have access to a secure portal for uploading your documents to TASC who will maintain the complete confidentiality of your information.

It is also important to note the following:

- If an enrolled dependent is found to be ineligible for our coverage, they will not be offered COBRA. COBRA is normally offered only to those eligible dependents who terminate from coverage due to a change in status.
- If you choose not to provide documentation for this verification (or miss the deadline), your spouse and/or dependents will be removed from the plan. If later you provide proof of eligibility, you can sign dependents up for coverage during the next open enrollment period.
- If you wish to appeal the termination of coverage, please contact Human Resources at **Number** or **Email Address**.

Thank you for your attention to this matter. Together we can ensure compliance and in return continue to provide great benefits at an affordable price!