OREGON EDUCATORS
OEBB
BENEFIT BOARD

February 3, 2012

<<First Name>> <<Last Name>>
<<Address 1>>
<<Address 2>>
<<City, State, Zip>>

Dear <<First Name>> <<Last Name>>:

On behalf of OEBB, we recently sent you a Verification Packet that outlined the dependent eligibility verification review and audit process. As of the date of this letter, the Dependent Verification Center has not received your documentation. **You are required to submit copies of the acceptable documents no later than February 10, 2012 to verify your dependents' eligibility for enrollment in OEBB plans.**

Please refer to the enclosed *Dependent Eligibility Matrix* for eligibility rules and a list of acceptable documents. If you have misplaced your verification packet, all of the information you need to complete verification is available online at [URL], including our mailing address and secure fax number.

To Complete the Dependent Eligibility Verification Process Online
You can complete the verification process through a convenient online process by following these steps:

1. **Log on to [URL]** and click Verify Dependents.
2. **Review the *Dependent Eligibility Matrix*** and make sure your enrolled dependent(s) meet the requirements.
3. **Confirm your covered dependents' eligibility status.** Remove any dependents who are not eligible by checking the appropriate button.
4. **Submit copies of required documents** electronically by scanning and uploading documents to the site for each dependent no later than February 10, 2012.

You can find answers to frequently asked questions regarding the verification process in the *Frequently Asked Questions* section of the verification website: **[URL]**. If you have any questions about this process or dependent eligibility, contact the Dependent Verification Center at [PHONE].

IT IS IMPORTANT FOR YOU TO VERIFY THE ELIGIBILITY OF YOUR COVERED DEPENDENTS AND SUBMIT APPROPRIATE DOCUMENTS NO LATER THAN FEBRUARY 10, 2012. IF YOU FAIL TO COMPLETE THE VERIFICATION PROCESS, YOUR DEPENDENT(S) WILL BE TERMINATED FROM ALL OEBB BENEFIT PLANS ON OR BEFORE MARCH 31, 2012.

Thank you for your immediate attention to this matter. If you have already completed the verification process, please disregard this letter. You will receive a statement shortly confirming the dependents for whom you have verified eligibility for OEBB benefits.

Sincerely,

Dependent Verification Center