OREGON EDUCATORS
OEBB
BENEFIT BOARD

January 13, 2012

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

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

OEBB recently announced that they are verifying the eligibility of dependents enrolled in OEBB medical plans and notified you that you had been randomly selected as one of the 4,000 OEBB members to participate in the 2012 Dependent Eligibility Verification Review and Audit.

This is the Verification Packet you were instructed to watch for. Please read the instructions on the back of this page. Materials you will need to complete the dependent eligibility verification review and audit process are enclosed, including:

- **Certification of Dependent Eligibility Form**, containing
  - Instructions for submitting documentation to verify eligibility of your dependents;
  - The deadline to do so (no later than February 10, 2012); and
  - A list of individuals enrolled as dependents on your medical plan needing verification
- **Dependent Eligibility Matrix**, containing
  - Definitions of eligible dependents under the OEBB benefits program;
  - The documentation required for each dependent type; and
  - A list of acceptable documents for verification purposes
- **Frequently Asked Questions and Answers (FAQs)** about the 2012 OEBB Dependent Eligibility Verification Review and Audit process.
- **Postage-paid Return Envelope** (optional if choosing to submit documentation via U.S.P.S.)

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 DEPENDENTS WILL BE TERMINATED FROM ALL OEBB BENEFIT PLANS ON OR BEFORE MARCH 31, 2012.

(over)

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How to Complete the 2012 OEBB Dependent Eligibility Verification Review and Audit Process

You can complete the verification process and confirm that your qualified dependents remain enrolled for coverage online at [URL]. As an alternative, you can send copies of documents by postage-paid mail or by fax. Follow these steps:

1. **Read the enclosed *Dependent Eligibility Matrix*** and confirm you understand the qualifying rules. Review the list of requirements and acceptable documents in the Matrix . You can find answers to commonly asked questions regarding the verification process in the enclosed *Frequently Asked Questions*. If you have further questions, call [PHONE] between the hours of 7 a.m. to 4 p.m. Pacific Standard Time, Monday through Friday.

2. **Confirm your covered dependent(s) eligibility status in *one* of three ways.**

Online, or	**By Mail, or**	**By Fax**
Log on to the OEBB Dependent Verification website at [URL] and click Verify Dependents.	Make copies of required documents.	Make copies of required documents.
Identify your dependents as "eligible" or "ineligible" by selecting the appropriate button.	Complete the enclosed *Certification of Dependent Eligibility Form* by checking appropriate boxes, signing and dating.	Complete the *Certification of Dependent Eligibility Form* by checking appropriate boxes, signing and dating.
Follow the instructions to upload electronic documents for each eligible dependent. After submitting electronic copies of documents, you can visit [URL] to track your dependent verification status.	Return your completed *Certification of Dependent Eligibility Form* with copies of documents using the enclosed, postage-paid envelope.	Fax your completed *Certification of Dependent Eligibility Form* with copies of documents to our secure number, [FAX].

A statement confirming your verified dependents enrolled for OEBB benefits will be mailed to your home within 7 to 10 days of processing all of your documents. You also will be notified if any additional information is required.

We appreciate your cooperation with the dependent eligibility verification process. If you have any questions, please call the Dependent Verification Center at [PHONE].

Sincerely,

Dependent Verification Center