OREGON EDUCATORS
OEBB
BENEFIT BOARD

[DATE]

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

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

Thank you for submitting documents to verify your dependents' eligibility for OEBB benefit plans as part of our eligibility verification review and audit process.

Unfortunately, we are unable to complete processing and verification due to the following reason(s):

Dependent Name	Reason for Incomplete Documentation
<<Dependent Name 1>>	<<Reason for Incomplete Documentation>>
<<Dependent Name 2>>	<<Reason for Incomplete Documentation>>
<<Dependent Name 3>>	<<Reason for Incomplete Documentation>>
<<Dependent Name 4>>	<<Reason for Incomplete Documentation>>
<<Dependent Name 5>>	<<Reason for Incomplete Documentation>>

How to Complete the Dependent Eligibility Verification Process

1. **Review the *Dependent Eligibility Matrix*.** This enclosure defines eligible dependents for OEBB benefit plans and outlines acceptable documents for verifying eligibility. If you have any questions about these definitions or required documents, please log on to [URL] and check the Frequently Asked Questions, or contact the Dependent Verification Center at [PHONE].

2. **Review the reason(s) for incomplete documentation listed above and provide the additional information required.**
   You may complete the process online at [URL] and upload electronic copies. Alternatively, you may complete and sign the enclosed *Certification of Dependent Eligibility Form* and return it, along with copies of acceptable documents. Please mail these documents on or before February 10, 2012, or fax to [FAX] on or before February 10, 2012. If you no longer have the postage-paid envelope enclosed in your original Verification Packet, you can return the required information to: OEBB Dependent Verification Center, P.O. Box [BOX NO], Hopkins, MN 55343.

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.

We appreciate your cooperation with the dependent eligibility verification process.

Sincerely,

Dependent Verification Center