

OEBB Dependent Eligibility Verification Review and Audit Communication Time Line

Date	Activity
January 4, 2012 <i>Document A</i>	Announcement Letter mailed to all OEBB Members who have no e-mail address in the MyOEBB system.
January 5, 2012 <i>Document B</i>	Announcement E-mail sent to all OEBB Members who have an e-mail address in the MyOEBB system. (Personal e-mail if one is available, otherwise work e-mail.)
January 10, 2012 <i>Document C</i>	Notification Letter mailed to 4,000 selected members' homes <ul style="list-style-type: none"> ■ Notifies the member they've been selected, ■ Describes the dependent eligibility verification process ■ Instructs them to watch for their Verification Packet ■ Explains the need to submit documentation to prove dependents' eligibility
January 13, 2012 <i>Documents D, E, F & G</i>	Verification Packet mailed to selected members' homes <ul style="list-style-type: none"> ■ Describes the dependent eligibility verification process ■ Lists the dependents they need to verify ■ Matrix of acceptable documents required to verify dependent eligibility ■ Answers frequently asked questions about the purpose of the review and audit and required participation in the verification process
February 3, 2012 <i>Document H</i>	Targeted Reminder mailed to those who have not completed the process <ul style="list-style-type: none"> ■ Reminds individuals who have not yet responded to the initial request to complete the verification process
February 10, 2012	Documentation submission deadline
Ongoing (as documentation is received)	Confirmation of Receipt e-mailed (or mailed hard copy as appropriate) <ul style="list-style-type: none"> ■ Confirms the receipt of documentation materials
Ongoing (as documentation is received) <i>Documents I & J</i>	Confirmation Statements and/or Requests for Additional Information mailed to homes <ul style="list-style-type: none"> ■ Identifies dependents who are and who are not eligible to remain on OEBB benefit plans ■ OEBB makes enrollment adjustments as necessary, notifying educational entities of dependents determined to be ineligible so applicable payroll adjustments may be made
March 1, 2012 <i>Document K</i>	Letters mailed to non-responders notifying them dependents' coverage will be terminated on March 31, 2012
March 5, 2012	OEBB delivers list of "non-responders" terminated dependents to each entity so applicable payroll adjustments may be made
March 31, 2012	Ineligible dependents terminated from OEBB benefit plans