



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM #29-17HR**

**TO:** Agency Administrators

**FROM:** Carolyn Horwich, Esq., Director of Human Resources

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Dependent Eligibility Audit

**DATE:** August 23, 2017

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Please see the attached information from the Department of Management Services, Division of State Group Insurance, regarding an upcoming dependent eligibility verification audit. Included in this memorandum is a copy of a post card that will be mailed to some of your employees.

Please do not hesitate to contact us if you have any questions.

Thank you.

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**MANAGEMENT ADVISORY 17-007**

**DATE:** August 23, 2017  
**TO:** Administrative Services Directors, Human Resource Officers and Benefits Managers  
**FROM:** Tami Fillyaw, Director  
**SUBJECT:** Dependent Eligibility Verification Audit – Eligibility Requirements

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During the 2017 Legislative Session, the Florida Legislature directed the Department of Management Services, Division of State Group Insurance (DSGI) to conduct a dependent eligibility verification audit to ensure accuracy in the State Group Health Insurance Program.

The audit will begin on December 1, 2017, and applies to nearly 93,000 subscribers with approximately 193,000 actively enrolled dependents. Given the scope of this audit, multiple communications will be sent to subscribers in the coming months, including the attached post card which will be mailed out beginning August 28, 2017. Your assistance in communicating to employees is critical.

Under the audit, subscribers will be required to respond to any requests for documentation to verify the eligibility of their dependent(s). If subscribers do not send legible documents to the contracted audit vendor within the timeframe requested, or if their documents do not prove dependent eligibility, the insurance coverage for those particular dependents will be prospectively terminated.

An amnesty period will apply through November 30, 2017. This means that subscribers will be held harmless for past claims of ineligible dependents if the subscriber removes an ineligible dependent(s) from coverage by November 30, 2017. Subscribers may remove ineligible dependents at any time by calling People First at 866-663-4735 or online during Open Enrollment from October 16, 2017 through November 3, 2017.

Please share this information with your employees and relay the importance of complying with all documentation requests from the department's audit vendor in a timely manner so as to not lose coverage for eligible dependents. The Department is procuring for the audit vendor and will provide the name of the vendor and additional information in the coming months.

For more information regarding the dependent eligibility verification audit, visit our [webpage](#).

Thank you in advance for your support in responding to inquiries from your employees and helping to inform them about the upcoming audit and the importance in complying with documentation requirements.

## Important Notice from the State of Florida Group Insurance Program

**Important Notice About Your Insurance Benefits** — The Division of State Group Insurance (DSGI) is contracting with a private company to audit whether your dependent(s) are eligible to participate in the State Group Insurance Program. The audit will begin on December 1, 2017. **You must respond to any requests for documentation to verify the eligibility of your dependent(s).** More details will be provided in your Open Enrollment package which you will receive in October 2017.

**An amnesty period will occur through November 30, 2017.** If you remove ineligible dependents from coverage before December 1, 2017, you will be held harmless for past claims of ineligible dependents. You may remove ineligible dependents at any time by calling People First at 866-663-4735 or online during Open Enrollment from October 16, 2017, through November 3, 2017.

### Eligible Dependents are:

**Your spouse** — The person to whom you are legally married.

**Your child** — Your biological child, child with a qualified medical support order, legally adopted child, or child placed in the home for the purpose of adoption in accordance with applicable state and federal laws through the end of the calendar year in which he/she turns age 26.

**Your stepchild** — The child of your spouse for as long as you remain legally married to the child's parent through the end of the calendar year in which he/she turns age 26.

**Your foster child** — A child that has been placed in your home by the Department of Children and Families Foster Care Program or the foster care program of a licensed private agency through the end of the calendar year in which he/she turns age 26.

**Legal guardianship** — A child for whom you have legal guardianship in accordance with an Order of Guardianship pursuant to applicable state or federal laws or a child for whom you are granted court-ordered temporary or other custody through the end of the calendar year in which he/she turns age 26.

**Your over-age dependent** — After the end of the calendar year in which he/she turns 26 through the end of the calendar year in which he/she turns 30 – if he/she is unmarried, has no dependents of his/her own, is a resident of Florida or a full- or part-time student, and has no other health insurance.

**Your over-age dependent with a disability** — Your covered child with permanent intellectual or physical disabilities. This child may continue health insurance coverage after reaching age 26 and while remaining continuously covered in a State Group Insurance health plan, or the child was over the age of 26 at the time of your initial enrollment. The child must be incapable of self-sustaining employment because of the intellectual or physical disability, and be dependent on you for care and financial support.

**Newborn child of a covered dependent** — A newborn dependent of a covered dependent – a newborn child born to a dependent while the dependent is covered under the Plan. The newborn must have been added within 60 days of the birth. Coverage may remain in effect for up to 18 months of age as long as the newborn's parent remains covered.

**Children of law enforcement, probation, or correctional officers** — Children of law enforcement, probation, or correctional officers who were killed in the line of duty and who are attending a college or university beyond their 18th birthday.

**Surviving spouse and dependents** — The widow or widower of a deceased state officer, state employee, or retiree if the spouse was covered as a dependent at the time of death; or an employee or retiree who died before July 1, 1979; or a retiree who retired before January 1, 1976, under any state retirement system who is not eligible for any Social Security benefits. Upon remarriage, the widow or widower is no longer considered a surviving spouse. A surviving spouse shall report remarriage within 60 days of the remarriage. The surviving spouse and dependents, including any eligible children of a surviving spouse, if any, must have been covered at the time of the enrollee's death and the coverage must have been continuous.

To see what documents will be required to verify eligibility or for more information regarding the dependent eligibility verification audit, visit our webpage at [http://mybenefits.myflorida.com/health/dependent\\_eligibility\\_verification](http://mybenefits.myflorida.com/health/dependent_eligibility_verification).



FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

state group  
insurance

We serve those who serve Florida

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PERMIT  
NUMBER  
**711**

## **Important Information About Your Insurance Benefits**

Open Enrollment is **October 16, 2017** through **November 3, 2017**.

Visit **[www.mybenefits.myflorida.com](http://www.mybenefits.myflorida.com)**.