

MANAGEMENT ADVISORY #17-004

DATE: May 11, 2017
TO: Human Resource Officers and Benefits Managers
FROM: Tami Fillyaw, Director
SUBJECT: Quality Assurance Review of Dependent Eligibility for Insurance Coverage

Effective May 15, 2017, the Division of State Group Insurance (DSGI) will begin requesting documents as part of a monthly quality assurance review to confirm that an employee's dependents—newly added and existing—are eligible for insurance coverage. This process applies to new hires, marriages, births and other life events during the year as allowed by a qualifying status change (QSC) event. Only employees captured in a random sample of QSC events will receive the documentation request.

If employees do not send legible documents within 60 days from the date of the request or if their documents do not prove dependent eligibility, we will terminate insurance coverage on the dependents in question prospectively. The following table lists the types of eligible dependents and documents required to verify each relationship.

Dependent	Required Document(s)	Dependent	Required Document(s)
1. Legal spouse	a. Government-issued marriage certificate that includes the date of marriage between the enrollee and spouse and b. The first page of the most recent federal tax return or transcript listing both enrollee and spouse. Visit www.irs.gov/individuals/get-transcript to obtain tax documents, if needed	5. Ward up to age of majority	Records showing the enrollee or the enrollee's spouse has legal guardianship or court-ordered custody of the dependent
2. Biological child	Government-issued birth certificate identifying the enrollee as the parent	6. Newborn grandchild	a. Proof that the enrollee's dependent is eligible for coverage – see boxes 2-7, as applicable, and b. Proof that the enrollee's newborn grandchild is the biological child of his or her dependent – see box 2
3. Adopted child	a. Government-issued birth certificate or b. Records showing the adoption is final or c. Adoption placement agreement	7. Foster child	Records showing the enrollee or the enrollee's spouse is the dependent's foster parent
4. Stepchild	a. Proof of marriage – see box 1 above and b. Records showing that the dependent is the enrollee's spouse's biological or adopted child – see box 2 or 3 above	8. Child with total disability	a. For age 26 or older, proof of eligibility – see boxes 2-4, as applicable, and b. Attending Physician's Statement from the health plan to verify the disability
		9. Child age 26 to 30 –end of calendar year of the 30 th birthday	a. Proof of eligibility – see boxes 2-4, as applicable, and b. Certification that enrollee's over-age dependent is unmarried, has no dependents, lives in Florida or attends school in another state and has no other health insurance
<ul style="list-style-type: none"> Documentation submitted to verify eligibility may be an original or a photocopy of an original document, we prefer a photocopy. Employees may redact any information on a document which is not necessary to verify the eligibility of the dependent. To obtain copies of U.S. birth certificates: <ul style="list-style-type: none"> In Florida, see the county of birth's clerk of court's website, www.floridahealth.gov or www.vitalcheck.com. Out of state, visit www.vitalcheck.com or call the county of birth's clerk of court. All documents must be in English or certified English translation. 			

Please share the attached State Group Insurance flier with your employees, especially new hires, as part of the new employee orientation. For those employees who receive our request, they may email a cell phone picture of the documents or send scanned copies to DSGI.QATeam@dms.myflorida.com. Otherwise, they may fax or mail to the address in the header above.

Questions? Read our Frequently Asked Questions at www.mybenefits.myflorida.com or call us at 850-921-4600.