



Department of Administration

Office of Group Insurance



Dependent Eligibility Verification

Dear State Employee:

We'd like to take the opportunity once again to share with you about the upcoming Dependent Eligibility Verification program and its importance to the State's ability to continue providing affordable medical coverage for State employees and their eligible dependents.

Health Care is expensive, as part of our commitment to contain costs and preserve benefits the Office of Group Insurance has been working with **HMS Employer Solutions** to conduct a Dependent Eligibility Verification.

We have partnered with **HMS Employer Solutions** because they specialize in verifying health plan eligibility. They have performed this service for some of the largest employers in the United States. Experience and expertise are necessary to complete this program carefully and successfully and to limit the inconvenience to our members.

Although convenience is important, security is also very important. **HMS Employer Solutions** meets all of the professional and legal standards associated with providing service to employers, including the Health Insurance and Portability and Accountability Act (HIPAA), Employee Retirement Income Security Act (ERISA) and disposal rules as enforced by the Federal Trade Commission.

If you have dependents enrolled in one of the State of Idaho medical plans, you will receive a letter the week of June 9, addressed to your home, from HMS Employer Solutions. This letter will also contain the State of Idaho Seal. Please read this letter completely as it will detail the steps and information required to keep coverage for your enrolled dependents. During the verification phase, you will be asked to provide **copies** of documentation proving eligibility for your covered dependents. Some examples of documentation are:

- Birth Certificates
- Marriage Licenses
- Adoption Certificates

Detailed eligibility information, as well as a toll-free customer service number, fax number and customized web address, will be included in this forthcoming correspondence.

Do not provide this documentation to your Human Resource Office or the Office of Group Insurance as we do not have the ability to handle your sensitive documents and cannot guarantee your dependents will be verified.

Thank you for your patience and assistance in this process, if you have any questions, please visit our website at www.ogi.idaho.gov, or contact the Office of Group Insurance at (208) 332-1860 or ogi@adm.idaho.gov.

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