



City of Seattle

Edward B. Murray, Mayor

Personnel/HR Department

Susan L. Coskey, Personnel Director

May 21, 2014

You are receiving this letter as notification of a new dependent verification process. There is **no action required** on your part, because you are not currently covering dependents on City benefits.

Re: New Dependent Documentation Process

Dear City Employee:

In June, the City of Seattle is implementing a Dependent Verification process for all employees. Benefits are an important part of your overall compensation. Removing ineligible dependents will help the City to continue providing excellent health care coverage to all eligible employees and dependents at a reasonable cost.

Aon Hewitt, a national benefit consulting firm, will perform the verification for the City. This firm was selected because of its rigorous approach to security and its ability to help employees locate appropriate documentation.

If you want to add dependents to City benefits in the future, please be aware of the following:

- Contact your department's benefits representative immediately if you get married, initiate a domestic partnership, or acquire a child through birth, adoption, or legal guardianship.
- After you go through the City enrollment process, you will be contacted by Aon Hewitt Dependent Verification Center to provide documentation of each dependent's relationship to you.
- If you do not provide documentation (such as child Birth Certificate or Marriage Certificate), your dependent will not be added to City benefits.

Please refer to the back of this letter for some frequently asked questions about dependent verification.

Sincerely,

A handwritten signature in black ink that reads "Renee Freiboth".

Renee Freiboth
Benefits Manager



Frequently Asked Questions on Verifying Dependent Relationships

If I added a dependent, what kind of documents will I need to submit?

The letter from the Aon Hewitt Dependent Verification Center will provide a list of the documents that you will need to submit as proof of eligibility for each dependent you are covering on City benefits. In general, you will need to show:

- Documentation of their legal relationship to you – for example, child's Birth Certificate or your Marriage Certificate.
- Documentation of the current relationship (for spouses/domestic partners) – for example, the first page of a recent tax return or other proof of current financial interdependency. You should black out any financial information and your Social Security numbers.

Who will conduct the verification process?

Aon Hewitt, a national benefits consulting firm, will conduct the verification process. They'll provide you access to their Plan-Smart web portal to upload documents and check the status of your verifications. You'll also be able to mail or securely fax copies of documents to Aon Hewitt Dependent Verification Center. If you have questions, you can call their customer service representatives toll-free. Only Aon Hewitt will see your documents; the City will not have access to your information.

I'm concerned about submitting sensitive information to an outside firm if I add a dependent.

The Aon Hewitt Dependent Verification Center will ensure your information is kept confidential by using encryption technology to protect sensitive data. We are confident in the strength of their systems and processes for maintaining security and confidentiality.

What if I don't respond? Or don't provide enough information?

To add dependents to City benefits, you must respond with appropriate documents.

- If your dependent is not verified within 31 days of the qualifying event, they will be not be added to the City's benefit plans. Employees will be notified by mail from the Aon Hewitt Dependent Verification Center that their dependent is ineligible.
- Unverified dependents will not be eligible for COBRA. Ineligible dependents will be directed to the state health care exchange.

I'm not sure where my documents are. What should I do?

All dependents MUST be verified. Request replacements if needed from the appropriate government agency: usually the county in which you were married for Marriage Certificates, and the state in which you were born for Birth Certificates. If you need help, contact Aon Hewitt Dependent Verification Center as soon as you receive their letter.