



City of Seattle Dependent Verification Process FAQs

This document answers frequently asked questions about the Dependent Verification process. If you have additional questions, please contact the Alight Solutions Verification Center from 5 am to 8 pm, Pacific Time (PT), Monday through Friday, at **1-866-390-7043**.

1. Why does the City of Seattle have a dependent verification process?

The City has a dependent verification to ensure everything is being done to manage health care costs and keep our benefit plans compliant with IRS regulations. Allowing coverage for individuals **not** considered eligible puts the City and all eligible employees at financial risk. The City is responsible for ensuring that it pays benefits for **eligible** employees and dependents. You are responsible for confirming your dependents' eligibility.

2. What documents do I need to prove eligibility? Where do I obtain these documents?

If you add a dependent (spouse, domestic partner, child) to coverage, you will need to provide a legal document that shows your relationship to the individual you're adding to City benefits. Depending on the relationship you're verifying, this could include a marriage certificate, the first page of a tax return, Domestic Partner documentation (joint rental agreements, joint savings account statements), birth certificate, adoption certificate, or legal adoption placement document. You'll likely already have these documents in your files. If necessary, the Dependent Verification Center can provide telephone numbers so you can contact state, county, and consulate offices to obtain official documents.

3. What will happen if I do not provide the required documentation?

All unverified dependents will be removed from coverage on City benefits.

4. If I drop my dependents, will they be eligible for continuation of coverage through COBRA?

No, if you drop your dependents, they will not be eligible for COBRA unless they lose their eligibility within the last 61 days due to a COBRA qualifying event. Dropping coverage for someone never considered an eligible dependent is **not** a COBRA qualifying event. They may be eligible for coverage on the Washington State's public health insurance exchange.

5. What will I do if I miss the deadline to submit my documentation?

A second round of reminder letters was/will be sent to participants who did not respond to the first mailing. The verification requirements stated that you must respond by the deadline in your verification request letter. If you do not respond to either mailing by that date, your unverified dependent will lose coverage under City benefits.

6. Why isn't my joint tax return sufficient to prove my legal spouse? Why is a government-issued marriage certificate required?

Verification for a legal spouse has two parts. The first part, the marriage certificate, verifies that the relationship initially existed, and the second part, the first page of your tax return or proof of joint ownership, verifies your current marital status.

7. Why is the short form birth certificate not accepted when verifying my dependent?

The birth certificate establishes the parent/child relationship, and the short form doesn't contain the parents' names. The long form birth certificate is required because it provides not just the name and birth date of the dependent. The long form also provides the parents' names, which verifies the relationship.

8. I was married in a different country, and I can't get a copy of the marriage certificate. What can I supply as my proof of marriage?

A marriage certificate provided in a foreign country as proof of marriage or your naturalization paperwork are acceptable documents. Please contact the Alight Solutions Verification Center before the deadline in your verification request letter to find out what alternative forms of documentation will be accepted. Representatives are available from 5 a.m. to 8 p.m., Pacific Time (PT), Monday through Friday, by calling the Alight Solutions Verification Center at **1-866-390-7043**.

9. I am a U.S. citizen, but my child was born outside of the country, and I don't have a birth certificate.

You can either request a copy of the birth certificate from the country of birth or if you or your spouse were a U.S. citizen when your child was born abroad, you should have registered your child's birth at a U.S. embassy or consulate and received a Consular Report of Birth Abroad, Form FS-240. This form is acceptable legal proof of birth and U.S. citizenship.

To request a certified copy of a Consular Report of Birth Abroad, visit <http://travel.state.gov>. Additional forms of documentation can also be provided. Please contact the Dependent Verification Center before the deadline on the notice for alternative forms of documentation that will be accepted. Representatives are available from 5 am to 8 pm, Pacific Time (PT), Monday through Friday, by calling Alight Solutions at **1-866-390-7043**.

10. Why do I need to provide documents, bills, and account statements? I don't feel comfortable providing my financial information.

These documents are required to prove a current relationship. Alight makes every effort to protect your personal information and doesn't require all the information on the documents, such as account numbers or Social Security Numbers. When submitting documentation per the instructions in the notice, be sure to black out all Social Security numbers, account numbers, or monetary amounts appearing on any document.

11. How do I know that my confidential information will be secure?

All Alight Solutions Verification Center associates and contractors are held to the highest standard of conduct regarding processing personal information and documents. Strict security measures are in place to ensure the integrity of the personal data warehoused at the Dependent Verification Center and to maintain legal compliance with relevant privacy regulations. *To view the Dependent Verification*

Center Security and Privacy Statement on this Web site, please go to www.yourdependentverification.com/plansmart-info. Once on the site, click “Security and Privacy”.

12. Who may I contact for more information?

If you have any questions, contact the Alight Solutions Verification Center at **1-866-390-7043**. Representatives are available from 5 am to 8 pm, Pacific Time (PT), Monday through Friday

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