

# State of Colorado



**John W. Hickenlooper**  
*Governor*

**Kathy Nesbitt**  
*Executive Director*

**Jennifer Okes**  
*Deputy Executive Director*

**Guy Mellor**  
*Division Director*

## DPA

**Department of Personnel  
& Administration**

**Division of Human Resources**  
1313 Sherman St., First Floor  
Denver, Colorado 80203  
[www.colorado.gov/dpa](http://www.colorado.gov/dpa)

April 4, 2011

Jane Doe  
123 Main St.  
Denver, CO 80000

Dear State of Colorado Employee:

Later this month, **all State employees with dependents enrolled in State benefit plans** will be required to provide documentation to verify the eligibility of those dependents.

The State has contracted with the firm HMS Employer Solutions, a healthcare system-improvement firm, to conduct this verification process. In the coming weeks, HMS will send you a letter requesting documentation for your covered dependents. The letter will describe the type of documentation required, the methods for submitting the documents, and the deadline for submission. **Failure to provide the requested documentation will result in your dependents' medical, dental and / or life insurance being terminated.**

The State has a fiduciary responsibility to manage the costs of its benefits plans, ensuring money spent by the State is used only for eligible individuals. In concert with the Governor's interest in being efficient, this effort will assist the State to control rising healthcare costs for its employees.

Thank you for your patience. Your cooperation will help to make this a smooth process and will assist in maintaining the integrity and value of the State's benefits.

A toll-free customer service number, fax number and Web site address customized for State of Colorado employees will be included in the HMS Employer Solutions correspondence. Please contact them if you have any questions or need additional information once you receive your letter.

Sincerely,

Guy Mellor  
Director, Division of Human Resources  
Colorado Department of Personnel & Administration

*"Good Government Starts Here"*