Article for Newsletter

Announcing the Dependent Eligibility Audit

We are conducting a Dependent Eligibility Audit during November and December 2013.

This program requires mandatory participation by all employees with dependents covered under the CHEIBA Trust health plans.

Why are we conducting this audit? Because the Dependent Eligibility Audit is a critical element in controlling constantly rising healthcare costs. Its goal is to…

- Update the records of all covered family members
- Confirm that each dependent is eligible for the health plan
- Remove any ineligible dependents

In short, we want to make sure that eligible plan participants do not have to pay the costs for dependents who do not meet the eligibility requirements for health coverage.

The Dependent Eligibility Audit is a Web-Based Program.

Here’s how the audit will work. You will complete the Dependent Eligibility Audit on a secure, confidential website designed exclusively for Adams State University. The website will be open from November 4, 2013 through December 18, 2013, 24 hours a day, and 7 days a week, for your convenience.

- You can complete the audit from any number of places: work, home, your local library, or any other location that has a high-speed Internet connection.

- The audit is easy to complete. It will take approximately 10 to 15 minutes to answer all the questions. You don’t have to interpret rules, make decisions, or determine eligibility.

- Your task is simply to answer factual questions about your marital and child relationships. The online system has the Adams State University eligibility criteria already built in. And that’s what determines eligibility.

- At the end of the end of the audit, the website will tell you which documents you will have to submit to verify each of your dependent relationships.

If you do not have Internet access, you can call the Dependent Eligibility Center, and provide your answers to one of the customer service representatives.

The Dependent Eligibility Audit Benefits All Employees.

It has become a smart business practice to conduct dependent eligibility audits because it is not unusual to have ineligible members enrolled (such as ex-spouses, grandchildren,
grandparents or friends). The claims of ineligible members cost every member; as our group’s claim experience grows, our premiums increase.

In general, feedback from employees who have participated in these surveys shows that they appreciate the employer’s efforts to hold costs down. And since most have nothing to worry about, overall it is seen as a very positive program.

**The Audit is Mandatory, with Penalties for Non-Compliance.**

The Dependent Eligibility Audit is mandatory for ALL employees with covered dependents. Audits that are incomplete, inaccurate, or that are not submitted by the December 18, 2013 deadline will trigger loss of dependent benefits.

It is also possible that you may be asked to provide additional proof documents (such as birth or marriage certificates, federal tax returns, child support agreements, and so on) to verify and confirm your answers to the online audit questions.

**The Audit Instructions will be Mailed to Your Home**

A few days before the start of the audit, you will receive a complete package of instructions about how to complete the audit online. This package will be mailed to your home address.

The package will contain all the information you’ll need to successfully complete the audit within 10 to 15 minutes. It will explain in detail…

- The information you’ll need to gather before you start the online audit.
- The web address as well as the appropriate passwords you’ll need to access the customized audit site.
- The toll-free hotline number you can use if you have difficulty navigating the site, understanding the questions, or if you do not have Internet access.

We appreciate your cooperation in promptly completing this audit, and in helping control the ever-increasing cost of healthcare.