

USG Dependent Audit

Each year the University System of Georgia (USG) faces rising costs in the USG Healthcare Plan. The USG's Total Rewards Steering Committee works to make changes to the program to ensure that the System offers the most valuable plans at the lowest cost for USG employees and the state.

This year, the USG is conducting a dependent audit, with support from Alight Solutions, to verify the eligibility of dependents covered under USG's benefit plans. Dependent expenses account for more than half of the USG's healthcare costs, and any ineligible dependent inappropriately covered by the benefit plan can significantly drive up the cost of healthcare coverage for everyone. Therefore, it is important to verify dependent eligibility to ensure the integrity of the plan.

The OneUSG Connect - Benefits Dependent Verification Center, supported by Alight Solutions, mailed faculty and staff a notice in July to request copies of documents to validate that any dependent(s) currently enrolled in a USG Healthcare Plan are eligible for coverage. These documents are due by **September 6, 2019**. This communication has been sent via email and directly to your home.

You will be responsible for providing the required documentation to verify the eligibility of your dependent(s) or risk removal of their coverage and possible disciplinary action. Please note that USG employees will have the opportunity to voluntarily drop ineligible dependents from the plan at any time during the audit, without penalty. Any dependents who were enrolled in the USG insurance plans prior to July 2017, and have not been recently verified, will be required to verify eligibility.

No action is required for individuals with employee only coverage.

Please see below for guidelines regarding the required documentation and how to prepare for this audit.

We recommend that you take action to locate copies of the required documentation. If you don't have the required documents and/or you are not able to locate copies of these documents, you can order a certified copy from your state or county clerk office. However, it typically takes 10-14 days to receive these documents. In some state and county clerk offices, it can take four to eight weeks to fulfill vital records requests.

We are committed to helping the USG make this process as straightforward and easy as possible, and your cooperation is greatly appreciated. Your time and commitment are critical to ensuring that the USG's medical, dental and vision plans remain in compliance. The OneUSG Connect - Benefits Call Center 844-5USGBEN (844-587-4236) will be open to take calls regarding the dependent audit.

REQUIRED DOCUMENTATION TO PROVIDE FOR AUDIT

Copies of government-issued documents are required to show your relationship to the dependent. Each dependent type has different eligibility rules and documents that are accepted. The following provides information regarding documentation that will be required for the audit.

Spouse (Two documents required)

- Government-Issued Marriage Certificate. AND • Federal Tax Return within last 2 years listing your spouse or partner, or proof of Joint Ownership issued within the last 6 months.
- Note: if married in past 12 months, only a Marriage Certificate is required.

Child

- Biological Child: Government-Issued Birth Certificate.
- Adopted Child: Re-issued Government-Issued Birth Certificate or Adoption Certificate or Placement Agreement.
- Step-Child: Government-Issued Birth Certificate AND both documents to verify Spouse or Partner.
- Legal Ward: Government-Issued Birth Certificate AND Court Ordered Document of Guardianship.
- Foster Child: Foster Care Letter of Placement.
- Disabled Child: Documentation listed above AND Federal Tax Return within 2 years claiming child.

VERIFICATION TIPS: • Birth certificates must be government-issued and must include parents' names; hospital-issued birth certificates are accepted only for children less than three months of age. • The state of Georgia does not have a law against photocopying vital records, however, some states do have laws that prohibit a person from copying vital records, such as birth certificates or marriage certificates. Copying, for this purpose, generally includes documents scanned or faxed, as well as photocopied. You should confirm the permissibility of copying vital records with the vital records office that issued the record in question. If copying is prohibited, we recommend that you obtain a duplicate government issued document from your vital records office (a non-certified document is acceptable if available) and submit via U.S. mail. Document(s) submitted will not be returned. • Proofs of Joint Ownership issued within the last 6 months include mortgage statements, bank statements, credit card statements, rental/lease agreements or property tax statements with both parties' names as co-owners. • Send only the first page of your prior year Federal Tax Return (Form 1040) that shows your dependents, and black out all financial information and Social Security numbers.