

EPC HEALTH PLAN – DEPENDENT ELIGIBILITY AUDIT INSTRUCTIONS

The Dependent Eligibility Audit has 2 parts:

- the Employee Data Review and Verification and
- the Audit which will require submission of documents such as birth certificates to prove dependent status

PART 1 – EMPLOYEE DATA REVIEW AND VERIFICATION

All enrollment data for EPC health plans is stored on the **Benelogic online enrollment system**. This makes it easy for you to access all of your enrollment information in one place, make sure it's accurate, make changes as needed and make sure that anyone who no longer qualifies as a dependent is terminated. Here's the process:

- Go to www.epc-online.benelogic.com
 - Type in your **User Name** – the first initial of your first name, then your last name and the last 4 digits of your Social Security number:
Example: User name: jdoe1234
 - Type in your **Password** – the last 4 digits of your Social Security number:
Example: Password: 1234
 - Change your password – write it down – and you're at the Welcome screen.

First, please note the information posted on the system listed in the blue column on the left hand side of the Welcome page. The pages you will want to look at for this process are:

- **How to Make Changes** - Step by step instructions on how to move around the Benelogic system and make changes
- **Who Are Dependents** – for dependent definitions
- **Dependent Eligibility Verification Form**
- **“Other” Dependent Form**

Now, review all of your enrollment information.

- Is your name spelled correctly – is it your correct legal name? Charles not Chip
- Is your address correct?
- Are your phone numbers shown?
- Is your email address there?

Check your dependent information:

- Does the system have the correct legal name, Social Security number and date of birth for each?
- Do all of your dependents still qualify for coverage based on the definitions on the **“Who Are Dependents”** page?

All information should be reviewed for accuracy. Follow the instructions on **How to Make Changes** and add missing information and change data that needs to be changed. Please use the following as a checklist for information that must be completed to finish the audit:

- Employee phone numbers
- Dependents' Social Security numbers

- Dependent child status:
 - Child – under 19
 - Student – over 19 and a full time student – enter the name of the school
 - Other – over 19, not a student but qualifies under the definition, OR a dependent due to Legal Guardianship. Print the “**Other**” **Dependent Form** and complete it.

Now remove any dependents who may still be in the system but who no longer qualify for coverage such as:

- Former spouses from whom you are divorced or legally separated
- Married children of any age
- Children over the age of 19 who are not full time students and who are employed

If a dependent needs to be terminated, use April 30 as the termination date. Dependents who are removed from coverage at this time will be offered COBRA continuation coverage which enables coverage to be continued, however, the COBRA beneficiary pays 102% of the premium rate.

Finally, find the **Dependent Eligibility Verification Form** that is posted in the blue column on the left side of the Welcome page. Click on it and print it. Fill it out, sign it and return it to the Treasurer’s office (or HR Office – see Superintendent’s letter) by Friday May 22nd.

Everyone who completes and returns their form by May 1 will be entered in a drawing for one of 25 \$25 gas cards.

VERIFICATION FORMS MUST BE COMPLETED FOR DEPENDENT COVERAGE TO CONTINUE. IF THE FORM IS NOT COMPLETED AND RETURNED BY MAY 22ND WE WILL ASSUME YOUR DEPENDENTS DO NOT QUALIFY AND COVERAGE WILL BE TERMINATED.

If you have questions concerning how to make changes in the Benelogic system, please contact your Treasurer’s office or contact the EPC. If you have questions concerning whether someone qualifies as a dependent, please call the EPC Benefits Office at 937 890-3725 or email ep_benefits3@mdeca.org and reference Dependent Audit.

Thank you for taking the time to complete the verification section of the audit. By updating the information in the Benelogic system, all EPC Benefit Plans will be updated with the same information. This can help assure that claims will be paid promptly.

PART 2 – THE AUDIT OF DEPENDENT DOCUMENTS

This October after the Open Enrollment period, approximately 1/3rd of employees with dependents will be selected for an audit of their dependents. This will be conducted by AON. Those selected will be contacted directly by AON and will be asked to provide proof of dependency such as marriage certificates, birth certificates, legal custody documents and their IRS Form 1040 with financial data deleted.

We will distribute more information about this last step of the audit this Fall.