



Month Day, Year

Dear First Name Last Name (Employee Id - 00000000):

The University of Chicago is committed to offering affordable employee benefit plans to you and your eligible dependents. As part of our continuing effort to effectively manage The University of Chicago's medical, dental, vision, life and tuition plans, we are beginning a dependent verification project to verify the eligibility of all enrolled dependents.

The University of Chicago has engaged a third-party vendor, Willis Towers Watson to manage the dependent eligibility verification process, expected to commence on March 8, 2019. As this process requires you to take action, The University of Chicago wants to give you advance notice of this project and let you know what to expect so you can plan ahead.

Why is The University of Chicago asking for verification of dependents?

Verifying dependent eligibility is a best practice to help control the cost of benefits for everyone by ensuring only eligible dependents are receiving coverage from our plan benefits. When ineligible individuals incur claims, the total cost of the benefit increases. The University of Chicago and its employees share the cost of some of these benefit plans, and this review will help to monitor the plan eligibility requirements.

What is the verification process?

As an employee who covers one or more dependents on a medical, dental, vision, life and/or tuition plan, you will be asked to provide documents that confirm each dependent's eligibility. Examples of the type of documentation you will be asked to submit include birth certificates, marriage certificates, proof of residence in the same household, etc. You will be able to submit documentation online, by mail or by fax. You will have approximately ten (10) weeks to complete the verification process.

Please note: Obtaining documents can sometimes take longer than expected and requesting copies may cost a fee. Request your documents in a timely manner (e.g., foreign birth or marriage record).

What happens if I have enrolled an ineligible dependent in the plan?

At the end of the process, all ineligible dependents will be removed from the applicable plan. Other than loss of coverage under the plan going forward, there will be no further cost recovery or similar consequences for enrollment of ineligible dependents. There will be no negative consequences for ineligible dependents who have been historically covered. Ineligible dependents are not eligible for COBRA and will need to find alternative coverage.

What are the next steps?

You will receive more information from the Willis Towers Watson Dependent Verification Center in the next week. We appreciate your cooperation with the dependent eligibility verification process. If you have any questions, call the University of Chicago's Benefit Specialists Monday through Friday from 8:30 a.m. to 4:30 p.m. at 773-702-9634, or email benefits@uchicago.edu.

Sincerely,

Maria Garcia
Director, Benefits
University of Chicago, Human Resources