

January 16, 2018

Cam T. Ram
123 Oval Drive
Fort Collins, CO 80523

Dear Cam,

Colorado State University hosted a series of employee forums last spring to discuss strategies for managing rising health care costs. Following the health care forums in April, Human Resources invited Faculty and Administrative Professionals to participate in an online survey to provide their thoughts for controlling health care costs for current employees and future generations.

Seventy-four percent of respondents felt CSU should conduct a Dependent Eligibility Verification Audit to ensure that anyone listed as a dependent on a medical plan meets all qualifying requirements. Taking into account “neutral” responses, the result was more than 90 percent who were in favor of or did not oppose conducting a verification audit. Other universities have done similar audits to avoid paying claims and premiums for ineligible dependents, and to control costs for employees and their qualifying dependents.

DEPENDENT ELIGIBILITY VERIFICATION AUDIT

In an effort to manage health plan expenditures and in response to the employee health care survey, CSU will be conducting a dependent eligibility verification audit. The purpose of this mandatory audit is to identify and remove individuals who do not meet CSU’s eligibility rules. Paying claims and premiums for ineligible dependents may increase plan costs for all employees, and reduce future benefits for employees.

AUDIT PROCESS

Employees with covered dependents will be required to complete a two-step verification process to validate their eligibility:

1. Complete an *Online Affidavit* using a secure website to provide statements of fact about your current dependent relationships.
 - A customer service center will be available if you wish to report your answers by phone.
2. Submit *Verification Documents* to confirm the statements made on the online affidavit.
 - When you complete the affidavit, the website (or phone representative) will tell you which documents are required for each dependent.

Note: See the enclosed *Quick Start Guide* for instructions on accessing the website and submitting official documents.

CONSEQUENCES FOR NON-COMPLIANCE

The mandatory audit requires participation by all employees with covered dependents. If you fail to complete the online affidavit and/or to provide the requested documents by the deadline, your dependent(s) will be removed from all CSU programs as of 3/31/18. The next opportunity to add your dependent(s) back to the health plan, if they gain eligibility, would be during the next annual open enrollment period OR within 30 days of a qualified life event, such as a marriage, birth, divorce, or other defined life status change event(s).

QUESTIONS?

Please call the Dependent Eligibility Center at 1-866-691-6551, Monday through Thursday, 6:00 AM to 5:00 PM, and Friday, 6:00 AM to 3:00 PM (MST).

You may also contact CSU Human Resources at MyHR@colostate.edu or (970) 491-MyHR (6947).

Thank you for your cooperation and support of CSU employee benefit programs.

Sincerely,

Lynn Johnson

Vice President University Operations

Chief Financial Officer