

# Dependent Eligibility Verification Audit

## Be Prepared – Obtain Your Documents Early

Human Resources conducted a series of on-campus forums to gauge employee preferences for managing healthcare plan costs. The forums are part of the 'Re-Envision Colorado State' initiative in which hundreds of faculty, staff, and students have shared their ideas for the future of the University.

As a result of these conversations, a benefits survey was published inviting employees to provide feedback on what might be the best medical plan options. 92% of survey responses agreed that Human Resources should conduct a dependent eligibility audit for employees with covered dependents.

The formal audit process will be conducted in **January 2018** by a third-party and is intended to verify that only eligible individuals are covered on CSU health plans. Employees will be required to provide photocopies of documents such as marriage and birth certificates, domestic partner affidavits, court documents, etc. You will receive more information via postal mail within the next few months, please be sure that your contact information is up-to-date in [Employee Self-Service](#).

**Open Enrollment is your opportunity to remove ineligible dependents who may be covered under your CSU medical plan.**

### WHAT THIS MEANS FOR YOU

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

**Important:** 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 benefits.

### HELPFUL INFORMATION ABOUT VITAL RECORDS

A vital record is typically defined as a record of birth, adoption, marriage, divorce, civil union registry or death. Vital records are established and maintained by the government (city, county, or state) in the jurisdiction where the event took place.

#### How to Obtain a Vital Record

The Centers for Disease Control and Prevention (CDC) maintains a directory of states, U.S. states, and territories vital records offices to assist in locating vital records. The website is [cdc.gov/nchs/w2w.htm](http://cdc.gov/nchs/w2w.htm).

#### How to Obtain a Court Record

Sometimes, court records may be needed to verify a dependent, such as letters of guardianship. Court records may be obtained directly from the issuing court. Please note you may be required to present positive proof of identification and relationship when requesting a court record.

#### How to Obtain Tax Transcripts

Contact the IRS at [IRS.gov](http://IRS.gov) and use the Order a Transcript tool. To order by phone, call 1-800-908-9946.

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### Authorized Copy vs. Informational Copy

Some state laws limit who may receive an “authorized copy” of a record. Authorized copies are restricted to the registrant (person named on the record), to the parent/legal guardian of the registrant, and certain other family members.

An “informational copy” is typically available if an “authorized copy” is not. Although the “informational copy” will read ‘INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY,’ an informational copy will be suitable for the dependent eligibility verification.

### Copies Only—No Originals Needed

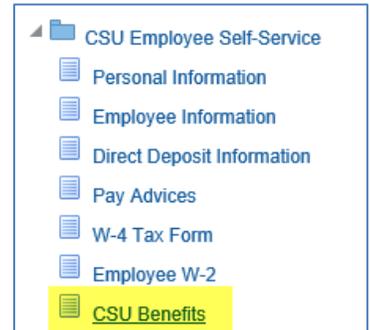
You are encouraged to submit copies of documents needed for the dependent verification. You may redact any information not needed for dependent verification purposes, such as financial figures, account numbers, Social Security numbers, maiden names, etc.

### Still Have Questions?

Please contact the CSU HR Service Center at (970) 491-MyHR (6947).

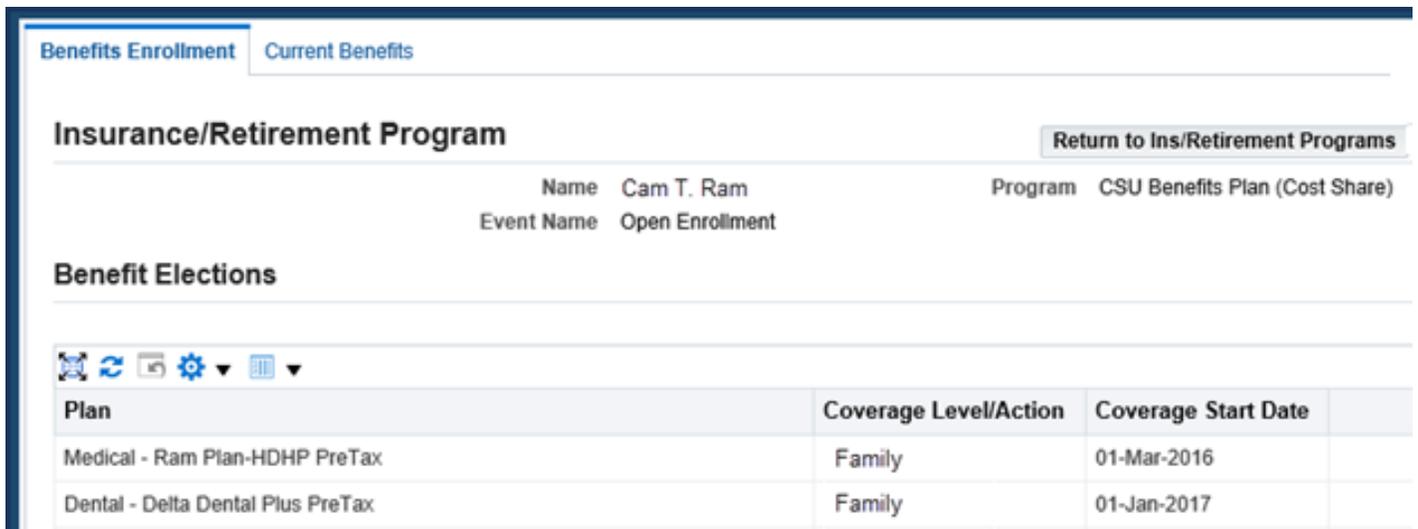
### REVIEW YOUR CURRENT COVERED DEPENDENTS

Navigate to <https://aar.is.colostate.edu/> and select ‘HR System’ from the Application Systems menu. After logging in with your eName and password, expand the Employee Self-Service menu to select ‘CSU Benefits.’



Accept the following disclaimer to view the Individuals and Beneficiaries screen. This is a list of any beneficiaries and/or dependents you have added in the system. This is not a list of covered dependents and you cannot remove records from this screen. Click the ‘Next’ button and select ‘CSU Benefits Plan (Cost Share)’ from the following screen.

You will now be able to see your current benefit elections and covered dependents.

A screenshot of the CSU Benefits Enrollment system. The page title is 'Benefits Enrollment' with a sub-tab 'Current Benefits'. The main heading is 'Insurance/Retirement Program' with a 'Return to Ins/Retirement Programs' button. The user's name is 'Cam T. Ram' and the program is 'CSU Benefits Plan (Cost Share)'. The event name is 'Open Enrollment'. Below this is the 'Benefit Elections' section, which includes a table with columns for Plan, Coverage Level/Action, and Coverage Start Date.

Plan	Coverage Level/Action	Coverage Start Date
Medical - Ram Plan-HDHP PreTax	Family	01-Mar-2016
Dental - Delta Dental Plus PreTax	Family	01-Jan-2017