
VERIFICATION OF INSURANCE ELIGIBILITY FOR FAMILY MEMBERS

Please be aware of some critical information that you will be receiving regarding your health insurance. Although you will receive multiple communications in the form of emails from CWU and mail to your home address directly from the state, we don't want you to overlook this important information.

The Washington State Health Care Authority (HCA) mailed over 80,000 letters to employees with dependents enrolled on their health insurance account as of September 1, 2009. The letter requested verification of dependent eligibility for employer-provided health benefits.

The state will be canceling the insurance coverage for all state employees' family members (children and spouse or same-sex domestic partner), unless the employee provides verification of each dependant's eligible status. Below are links to copies of the state's requirements.

Employees who haven't responded with verification documents will receive at least two reminder letters starting late-December.

Employees who submitted verification documents will receive a confirmation letter or a request for additional information. However, it may take up to four weeks to process materials. Please be aware that no dependents will be removed from coverage due to non-response until additional efforts have been made to obtain verification information.

[Letter
Family Members Who Qualify
Request to Cancel Dependent Coverage](#)

Return documents to:
Washington State Health Care Authority
Public Employees Benefits Board
PO Box 42685
Olympia, WA 98504-2685

For additional information please call the state Health Care Authority at 800 200-1004 or see their web page at: www.pebb.hca.wa.gov

The state requires that you provide a **copy** of the following document(s) to the Health Care Authority in the envelope they will provide, by **November 30, 2009**. The state will keep your information private and only used for dependent verification purposes only.

To provide proof of eligibility for this family member...	You must provide a copy of these documents...
Spouse	Page 1 of your 2008 federal tax return that shows the spouse's name (black out all financial information) OR Marriage certificate AND one of the following: current proof of common residence (such as a mortgage note or lease agreement), financial interdependency (such as a shared bank account – please black out account information), or shared utility bill

<p>Qualified/registered domestic partner</p>	<p>Certificate of state-registered domestic partnership or registration card from the Washington Secretary of State's Office OR Completed <i>Declaration of Marriage or Qualified Domestic Partnership</i> from AND one of the following: current proof of common residence (such as mortgage note or lease agreement), financial interdependency (such as a shared bank account-please black out account information), or shared utility bill</p>
<p>Dependent child through age 19</p>	<p>Any one of the following:</p> <ul style="list-style-type: none"> • Page 1 of your 2008 federal tax return that shows the child's name as a dependent (black out all financial information). <i>You must send this document if your dependent child is married.</i> • Birth certificate showing the name of the parent who is the subscriber or the subscriber's spouse or qualified/registered domestic partner • Certificate or decree of adoption or legal documentation that shows you have assumed a legal obligation for total or partial support in anticipation of adoption • Court-ordered parenting plan showing health coverage obligation
<p>Unmarried dependent student age 20-23 Note: Do not include proof of your student's attendance – we will continue to review this through a separate process.</p>	<p>Any one of the following:</p> <ul style="list-style-type: none"> • Page 1 of your 2008 federal tax return that shows the child's name as a dependent (black out all financial information). • Birth certificate showing the name of the parent who is the subscriber or the subscriber's spouse or qualified/registered domestic partner • Certificate or decree of adoption or legal documentation that shows you have assumed a legal obligation for total or partial support in anticipation of adoption • Court-ordered parenting plan showing health coverage obligation
<p>Married dependent student Note: Do not include proof of your student's attendance – we will continue to review this through a separate process.</p>	<p>Any one of the following:</p> <ul style="list-style-type: none"> • Page 1 of your 2008 federal tax return that shows the child's name as a dependent (black out all financial information) • Birth certificate showing the name of the parent who is the subscriber or the subscriber's spouse or qualified/registered domestic partner • Certificate or decree of adoption or legal documentation that shows you have assumed a legal obligation for total or partial support in anticipation of adoption • Court-ordered parenting plan showing obligation for child's health coverage