

<b>HUMAN RESOURCES MEMORANDUM 18-006</b>		DATE ISSUED: 2/8/2018
SUBJECT: <b>DEPENDENT RE-VERIFICATION PROCESS</b>		REFERENCE: CalHR 1424
TO: All DGS Employees		SUPERCEDES: HR Memo 14-006

**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES**

**Purpose**

The purpose of this memo is to inform employees of the dependent re-verification (DRV) process effective 2018.

**Background**

The DRV is the process of re-verifying the eligibility of spouses, domestic partners, children, stepchildren, and domestic partner children (family members) enrolled for state health, dental and premier vision benefits. Government Code (GC) section 22843.1 mandates re-verifying the eligibility of your family members. GC section 22959 authorizes extending this review to your family members enrolled for dental benefits. The bargaining unit contracts specify that your family members' eligibility for dental and vision benefits shall be the same as that prescribed for health benefits.

**Year of Re-verification**

The eligibility of family members are required to be re-verified once every three years, which is based on the employee's birth month. The following chart illustrates the schedule:

EMPLOYEE BIRTH MONTH	YEAR OF RE-VERIFICATION
January* April July October	2018, 2021, 2024, etc.
February May August November	2019, 2022, 2025, etc.
March June September December	2020, 2023, 2026, etc.

\*The DRV will begin in February 2018. Employees with the January birth month will initially re-verify their family members in 2021.

**Employee Notification Process**

Ninety (90) calendar days before the first of the month following the employee's birth month, CalPERS will send a letter to the employee providing the re-verification due date, and listing the enrolled family members for re-verification and the acceptable re-verification documents. Employees are to complete the [Dependent Eligibility Verification Checklist \(CalHR Form 781\)](#) and provide the required re-verification documents to the Office of Human Resources (OHR) promptly to ensure no consequences are incurred.

### Consequences of not Providing Documents Timely

If employees do not respond or provide the required documents during their re-verification cycle, CalPERS will remove dependents from health benefits effective the first of the month after the employee's birth month.

CalPERS will also inform employees, in writing, if administratively removing their family members from health benefits. CalPERS will include Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation of coverage information with this letter.

If employees provide re-verification documents for dis-enrolled, eligible dependents after receiving the final CalPERS notice during their birth month but before the re-verification due date, OHR may rescind the dependent deletion. **EMPLOYEES MAY INCUR AN ACCOUNTS RECEIVABLE FOR THE PREMIUM FOR THE MONTH AFTER THEIR BIRTH MONTH.**

If employees provide re-verification documents for dis-enrolled, eligible dependents after the re-verification due date, the OHR will re-enroll the family members prospectively for health and/or dental benefits using the "Add Dependent—Re-enrollment of Verified Dependent" code. **THIS WILL RESULT IN A GAP OF BENEFIT COVERAGE.**

### Required Re-verification Documents

Employees should provide copies of the following re-verification documents and notate "Not for Official Use" on them:

DEPENDENT TYPE	REQUIRED RE-VERIFICATION DOCUMENTS
Spouse or Domestic Partner	<p>A copy of the marriage certificate or domestic partnership registration filed with the California Secretary of State or a comparable agency in another jurisdiction listing the family member as the domestic partner.</p> <p><b>AND</b></p> <p>A copy of the first page of the subscriber's federal or state income tax return from the previous tax year listing the subscriber and the spouse or domestic partner.</p> <p><b>OR</b></p> <p>A combination of other documentation, including but not limited to, a household bill, account statement, or insurance policy listing the name and address of the subscriber and the spouse or domestic partner, or other documents that substantiate the existence of a current marriage or domestic partnership. Household bills and account statements older than 60 calendar days are unacceptable.</p>
Natural-born Children	A copy of the birth certificate naming the employee as the parent.
Adopted Children	A copy of the adoption certificate naming the employee as the parent.
Stepchildren	A copy of the birth certificate naming the employee's current spouse as the parent.
Domestic Partner Children	A copy of the birth certificate naming the employee's current domestic partner as the parent.

In subsequent re-verifications, employees need not provide birth certificates for natural-born children or adoption certificates for adopted children again, unless requested by OHR. They also need not provide the marriage certificate, domestic partnership registration, and birth certificates for stepchildren or domestic partner children if the marriage or domestic partnership remains current, unless requested.

### **Children Reaching Age 26**

If a child's 26th birthdate coincides with the employee's re-verification cycle, CalPERS will administratively remove the child from health benefits upon the child turning age 26. The employee should inform OHR to remove the child from dental and premier vision benefits, if enrolled.

### **Permissive Deletions**

Employees should contact OHR immediately if they wish to remove a dependent due to a "permissive qualifying event" (e.g., family member obtains non-state sponsored health benefits, family member enters military, custody change for child under age 18, or child reaches age 18). The dependent should be removed due to a qualifying permissive event rather than ineligibility found during the re-verification process.

### **Mandatory Deletions**

Employees should notify OHR immediately of any qualifying event that occurs during their re-verification period, such as divorce or termination of domestic partnership. In these situations, the dependent should be removed due to the qualifying event rather than ineligibility found during the re-verification.

### **PCR Dependent or Disabled Child Age 26 and Over**

The DRV is separate from the annual process to recertify a PCR dependent or a disabled child age 26 and over. If employees receive notices to recertify PCR dependents during their DRV cycle, they should follow the instructions on the notices to recertify PCR dependents.

### **Questions**

For questions related to this memorandum, please contact your Attendance Clerk or Employee Resource Liaison.

**ESTELA GONZALES**, Chief  
Office of Human Resources

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