

Dependent/Spouse Eligibility Verification Audit:

1. Q. – Can the District require employees to comply with the letter requesting “Dependent Eligibility” information?

A. – Yes, as the entity providing benefits, the District can require the requested information. The information provides proof on continued eligibility. The District is upholding their fiduciary responsibility by periodically requesting this information. Additionally, new regulations require that the District collect Social Security numbers for dependants. (Note: MVEA has requested that written documentation be provided outlining these requirements.)

2. Q – What if I didn’t get the letter requesting proof of eligibility or am unable to obtain the information requested by the October 31, 2009 deadline?

A - BMRS will be sending a list to the District of those who have not turned in the required paperwork. All of those on the list will be contacted.

3. Q. – Do I need to do anything if I received a letter and I do not cover a spouse or dependant?

A. – You should contact the District Benefits office at 571-7500 ext – 17520 to have your records reviewed.

4. Q. – Why is the District requesting a Joint Tax form for spouses and Domestic Partners?

A. – BRMS requested this information in error. The information that the District requires is the part of your tax form that notes you are married and that you reside at the same address. **You do not need to provide any financial information.** If you file separately, you will need to provide copies of forms for both individuals.

5. Q. – What if I am unable to get the information required by the October 31, 2009 deadline?

A. – Contact the District Benefits Office at 571-7500 ext 17520 immediately. While the deadline is not going to be extended, the Benefits office says it will work with each employee to have his or her situation put in a pending file and continue coverage past November 1. Employees will be informed of what they will need to supply in order to be placed in the “pending” file. The District will work with those who find themselves in extenuating circumstances.

6. Q. – Why do I have to provide information regarding my Over-age dependents when that information is already required twice per year?

A. – This is not an additional requirement. This request takes the place of the Fall semester requirement.

7. Q. – Why am I required to supply a Tax form with the class schedule for my Over-age dependant?

A. – **You are not required to submit your tax form at this time** as you already supplied that information last March.

8. Q. – Is there any other method to turn in the required paperwork? I do not have a FAX and do not want to mail the information.

A. - Anyone is not comfortable mailing or faxing the information to BMRS, can bring the paperwork to the Benefits office, and it will be faxed or e-mailed to BMRS. The District no longer will be keeping this type of information at the District Office. It will all be housed at BMRS which has the legal responsibility to hold and protect this information.

Please note: Benefits will be sending out an e-mail to update and further explain the requirements for the audit.