



Frequently Asked Questions About the Dependent Eligibility Verification Program

Q1. What is the definition of an eligible dependent? What is acceptable proof of eligibility?

A: You can find the definitions of eligible dependents, along with their acceptable supporting documents, on the Dependent Eligibility Verification Matrix. You can also find the definitions on the website at humanresources.umn.edu/benefits/benefits-eligibility.

Q2. Why is the University of Minnesota requiring proof of my dependent's eligibility under the UPlan Medical Program?

A: The University of Minnesota has a responsibility to make sure that the UPlan's resources are well-managed and dependent eligibility rules are applied fairly and equally. The University needs to make sure that only eligible dependents are covered under the Plan. This is a step towards being fiscally responsible with University funds and is in accordance with the Operational Excellence commitment to reducing costs throughout the University.

Q3. What will happen if I do not respond, or if I submit an incomplete response?

A: Your dependents will lose coverage if you do not submit the required documentation by the deadline. You will not be able to add your dependents back to your coverage until the next Open Enrollment or you experience an eligible family status event during the year. You must submit the required documentation for dependent coverage to become effective.

Q4. Do I need to complete the Dependent Eligibility Verification if I know that all my enrolled dependents are eligible for coverage?

A: Yes. This is a "response required" process. Even if you know that each individual you have covered by your benefits meets the University of Minnesota UPlan definition of an eligible dependent, you must still submit the required documentation to Employee Benefits.

Q5. If I do not have a copy of my dependent's birth certificate or my marriage certificate, etc., what are my options?

A: The resources available that can help you to obtain the required documentation include the National Center for Health Statistics website at either www.cdc.gov/nchs/w2w.htm or www.vitalrec.com.

Q6. How can I obtain a copy of my last federal tax returns if needed?

A: You can obtain an official transcript of your tax returns, free of charge, by following the information provided by the IRS at www.irs.gov/taxtopics/tc156.html?portlet=1.

Q7. Can I make changes to my UPlan health benefit election using this document?

A: No. The Dependent Eligibility Verification process will not accept requests for changes to your benefit elections. Call 4-UOHR (612-624-8647 or 800-756-2363) and select option 1 or send an email to benefits@umn.edu to request information on when and how you can make changes to your benefit elections.

Q8. Can I add an eligible dependent?

A: No. You cannot add eligible dependents as part of this verification process. Call 4-UOHR (612-624-8647 or 800-756-2363) and select option 1 or send an email to benefits@umn.edu to request information on how you can make changes to your benefit elections.

Q9. How do I know my information will be kept confidential?

A: Employee Benefits employees working on the Dependent Eligibility Verification program have completed training regarding the Health Insurance Portability and Accountability Act (HIPAA). Employee Benefits' operations comply with HIPAA privacy guidelines.

Documentation you provide to Employee Benefits will be used only for conducting the Dependent Eligibility Verification.

Q10. Can I fax my Checklist and accompanying documentation instead of mailing them?

A: Yes. You can fax the documents to Employee Benefits, Attention: Dependent Eligibility Verification, at **612-626-0808**. Make sure you include your signed Checklist with the copies of your supporting verification documentation. Once you have sent the fax, carefully check the fax transmittal report to ensure that all your pages were sent successfully to the correct number. Be sure to keep a copy of this transmittal report.