



# City of Albuquerque

## Human Resources Department

Timothy M. Keller, Mayor

December 15, 2021

### ANNOUNCING THE HEALTH INSURANCE DEPENDENT ELIGIBILITY VERIFICATION AUDIT

The City of Albuquerque will be conducting a health insurance dependent eligibility verification audit beginning on January 17, 2022. On or around that date, you will receive another letter at your home address which will include the audit website and your login credentials. Please be on the lookout for this information so you can begin your dependent verification. *The audit is mandatory for all employees with covered dependents on the health insurance plan.* Here's a checklist of things you should do to get ready to complete this project. You should....

#### **UNDERSTAND WHAT IT IS – AND WHY WE ARE DOING IT**

A dependent eligibility verification audit is a thorough and careful examination of an employer's health plan. Its goal is to identify and remove enrolled dependent spouses and children who do not meet the health plan's eligibility rules for continuing coverage. Why are we doing this?

National statistics show that each ineligible dependent costs the plan's members an average of \$4,500 per year. And that can mean higher premiums and fewer benefits for all eligible employees and their families. Eliminating these wasted dollars will help control our healthcare costs—and save you money as well.

#### **LEARN HOW IT WILL WORK**

First, you will go to our dependent eligibility website and make statements of fact about your current spouse and child relationships. This process takes less than 10 minutes. If you don't have Internet access, you can call our Eligibility Center and provide your information to a trained representative.

Second, you will submit official, legal documents to Impact that verify the statements you make online. When you finish your online questionnaire, the website will tell you what documents you have to submit – and how to submit them. It's a convenient, easy process.

#### **GATHER YOUR VERIFICATION DOCUMENTS NOW**

***If you don't have official documents on hand, please take the time right now to request them from the appropriate state or county records departments. Sometimes it takes a while to get them and you don't want to stress about it or miss the deadlines.***

Typically, the required documents are birth certificates for your biological or adopted children, your marriage certificate and/or current income tax forms, your domestic partnership affidavit and supporting documentation for your domestic partner/child(ren), and other court documents showing child custody or guardianship.

Our goal with this early announcement is to give you plenty of time to prepare for the dependent eligibility verification audit coming in January 2022. That means you've got time to gather your verification documents right away.

***The full Dependent Eligibility Verification Audit packet will be mailed to your home address in January. It will contain all the instructions you need to complete the verification of your dependents.***

**THE DEPENDENT ELIGIBILITY AUDIT BEGINS JANUARY 17, 2022**