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Memorandum (REVISED)

To: Agency Benefits Coordinators

From: Tamar Duppins-Stokes, SPS Project Lead

Date: February 28, 2019

Subject: Dependent Verification Audit (DVA) for January 1, 2019 – December 31, 2019 Calendar Year following fall 2018 Open Enrollment

This memorandum provides the instructions for you in the collection of the required verification documentation for those employees in your agency who added dependents during the fall 2018 Open Enrollment. **Please read this entire memo carefully.**

Documents Needed for DVA Process

1. Your agency listing of your employees identified as having added dependents during Open Enrollment. We are anticipating this listing will be sent via secure email to your primary and secondary agency benefit coordinator on record by Monday, March 4, 2019. **DVA@2019** will be the password to open your agency's listing.
2. **CY19 Dependent Document Request memo template** for you to use to request the required documentation from each employee on the listing. This document can be downloaded from our website at www.dbm.maryland.gov/benefits under the ABC Corner tab.
3. **CY19 DVA Worksheet** for you to include with the memos above to let the employee know what documentation they need to submit. This document can be downloaded from our website at www.dbm.maryland.gov/benefits under the ABC Corner tab.
4. **Affidavit for Dependent Eligibility** applicable to all dependents. This document can be downloaded from our website at www.dbm.maryland.gov/benefits under the Form tab (bottom right hand corner of page).

Required Documentation

Please refer to page 39 of the January 2019 through December 2019 Benefit Guide, available at, <https://dbm.maryland.gov/benefits/Documents/CY19%20Benefits%20Guide.pdf> for details on required documentation.

DVA Instructions

1. Please copy and complete the blank Dependent Verification Document Request memo and the Dependent Verification Audit Worksheet for each of the employees on your agency listing, or save the template into Word if you are using the electronic version.
2. Fill in ALL the blanks with the applicable information for each employee and the blanks for your information (your name, phone number, fax number, email address and mailing address).
3. Attach copies of the calendar year 2019 Dependent Verification Audit Worksheet and the appropriate number of affidavit(s) for each added dependent.
4. Make a copy of the completed Dependent Verification Document Request memo and the Dependent Verification Audit Worksheet for your records.
5. Deliver and/or mail the Dependent Verification Document Request memo and the Dependent Verification Audit Worksheet to your respective employees.
6. As is noted on the Dependent Verification Document Request memo, the employee is directed to return the memo and documentation to you no later than **March 29, 2019 at 4:00 p.m.**
7. Please keep copies of the returned memos and documentation for your records.

The Employee Benefits Division must receive copies of the following information, in the order listed on your agency listing, from your agency for each employee and their added dependent(s):

- a) Dependent Verification Memo(s),
- b) Dependent Verification Audit Worksheet, and
- c) Documentation (including the affidavit) supplied by the employees.

Each agency audit is due to the Employee Benefits Division by **April 5, 2019 by 4pm**. We strongly recommend that you use one of the following delivery methods to ensure timely delivery: Upload the documents in the Workday System (See Instruction below) or email via a secure email to Tamar Duppins-Stokes at Tamar.Duppins-Stokes@maryland.gov. Please remember that it must be secure email and do not put any identifying personal information in the subject line.

You can also Hand-deliver to our office, courier, FedEx, UPS, or United States Post Office Express Mail. Please do not use Interdepartmental mail or the U.S. Postal System. The materials should be addressed to:

**Employee Benefits Division
ATTN: Dependent Verification Audit
301 W. Preston Street, Room 510
Baltimore, MD 21201**

The Employee Benefits Division will send out the final notice to employees who have not submitted the appropriate documentation. This will be due to EBD by **May 24, 2019**. There will be no exceptions. If the Employee Benefit Division does not receive the proper documentation, the dependent(s) will be removed from the employee's coverage effective June 1, 2019, as noted in the Dependent Documentation Final Request.

Workday Documentation Upload instructions

The dependent's documentation can be scanned and uploaded separately for each dependent in the SPS Benefits System. Before you begin, if you are scanning the document, please make sure you follow the naming convention provided in the next email. Then, you must search for the employee and follow the steps below:

1. Go to Actions under the employee's name
2. Click on Workers History
3. First, click on Maintain Worker Documents
4. Next, click on Add to select files to be uploaded (Make sure you followed the name convention)
5. Then, click on Dependent Verification To Be Reviewed and in comment sections type DVA.
6. Finally, click on upload, OK and done.

Notices

Summary Statement – First Notice

The summary statement generated for each employee during Open Enrollment placed a “~” next to the name of the added dependent(s) and **is the first notice**. The summary statement also indicated that the employee was to provide the Agency Benefits Coordinator with the required dependent documentation within 30 days of the date on the summary statement. Hopefully, you have collected a good portion of the required documentation.

Open Enrollment Dependent Verification Document Request – Second Notice

The Dependent Documentation Memo is sent out by the Agency Benefits Coordinator indicating which dependent's information is missing or insufficient. This information must be returned to the agency no later than **March 4, 2019**.

Dependent Documentation Final Request – Final Notice

The Employee Benefits Division will send out the final notice. The employees will be required to submit the appropriate documentation for their dependent(s) by **May 24, 2019** to avoid having their dependent(s) from being terminated effective **June 1, 2019**.

We thank you in advance for your continued hard work and cooperation.