



DEPENDENT VERIFICATION CENTER
 P.O. BOX 1506
 LINCOLNSHIRE, IL 60069-1415
 Return Service Requested

4/4/2023

SALLY TEST
 DO NOT MAIL
 ANYTOWN, ONTARIO 00000

TIME SENSITIVE MATERIALS ENCLOSED



Action Required to keep benefit coverage for your dependents!

As part of the dependent eligibility verification process, the Georgia Department of Administrative Services – Human Resources Administration is partnering with the Alight's (GaBreeze) Dependent Verification Center to verify the eligibility of the dependents covered on the Flexible Benefits plans. You must provide documentation we can use to verify the eligibility of your dependents by the deadline shown below. If you do not provide the required documents, your dependent(s) **will no longer** be covered and **will not** be eligible for COBRA.

Please confirm the eligibility of your dependents listed below.

Name	Status	Due Date
Johnny Test	Not verified	Jun 2, 2023

Steps:

1. Match each person listed above with the correct type of dependent (they are listed on page 2). Refer to your Summary Plan Description (SPD) for complete dependent eligibility rules and definition. You can locate your current SPD at www.GaBreeze.ga.gov. From the homepage, click the Flexible Benefits drop-down menu and select Plan Information.
2. Gather the required documents and review important information (listed on page 3).
3. Send your documents to the Dependent Verification Center using one of the methods below.

Method	Instructions	Timing
Upload (For fastest results) using your computer or smartphone	Log in at: www.GaBreeze.ga.gov Click the Dependent Verification tile under the 'To-Do's' menu.	Expect a determination within 3 business days , but you can check the status online.
Secure Fax	Fax to 1-877-965-9555 using the fax cover page included at the end of this notice.	Expect a determination within 3 business days , but you can check the status online.
U.S. Mail	Dependent Verification Center P.O. Box 1401 Lincolshire, IL 60069-1401	Expect a determination in the mail within 21 business days .

If you have questions, access FAQs online. You can also contact the Dependent Verification Center at 1-877-342-7339 or send an email through the Secure Mailbox option available on the Dependent Verification Portal. Representatives are available Monday through Friday from 8:00 a.m. – 8:00 p.m. ET.



TYPES OF DEPENDENTS

Find the appropriate dependent type from the list below and gather the documents you will need to send. Refer to the GLOSSARY on page 3 for definitions and descriptions of terms used.

Important

- Black out all financial information and Social Security numbers.
- PHOTOCOPYING VITAL RECORDS MAY BE PROHIBITED BY STATE LAW
Some states have laws that do not allow a person to copy vital records, such as birth certificates or marriage certificates. Copying, for this purpose, generally includes documents scanned or faxed, as well as photocopied.

Confirm whether or not it is allowed to copy vital records with the vital records office that issued the record in question.

If copying is not allowed, we recommend that you get a duplicate government issued document from your vital records office (a non-certified document is acceptable if available) and send it by way of U.S. mail. **Document(s) sent will not be returned.**

Spouse, including Common Law	
Two documents are required (One from Section A and One from Section B), unless otherwise noted.	
Section A	Section B
<ul style="list-style-type: none"> • Government Issued Marriage Certificate, including date of marriage (no other document from Section B is required if you were married in the past 12 months.) • Affidavit/Certificate of Common Law Marriage <p><i>(affidavit can be obtained online)</i></p>	<ul style="list-style-type: none"> • Federal Tax Return Issued Within Last 2 Years Listing Spouse <p>Or</p> <ul style="list-style-type: none"> • Proof of Joint Ownership Issued Within Last 6 months

Child	
One document required unless otherwise noted.	
Dependent Type	Document Required
Biological Child	<ul style="list-style-type: none"> • Government Issued Birth Certificate (including parents' names)
Adopted Child	<ul style="list-style-type: none"> • Adoption Certificate (including child's date of birth) <p>Or</p> <ul style="list-style-type: none"> • Adoption Placement Agreement or Petition for Adoption (including child's date of birth)
Stepchild	<ul style="list-style-type: none"> • Government Issued Birth Certificate (including parents' names) and the documentation required above to verify child's parent
Legal Ward	<ul style="list-style-type: none"> • Court Ordered Document of Legal Custody (must show child's date of birth)



GLOSSARY

Term	Definition/Description
Birth Certificate	<ul style="list-style-type: none"> • Must include names of parents. Certificates that do not include parents' names will not be accepted. • Hospital-issued birth certificates are only accepted for children who are less than 3 months of age.
Government Issued	<ul style="list-style-type: none"> • An official government record printed on security paper and includes an official raised, embossed, impressed, or multicolor seal.
Proof of Joint Ownership	<ul style="list-style-type: none"> • May include mortgage statements, bank statements, credit card statements, current rental/lease agreements (including start and end dates and cannot be month to month) or property tax statements with both parties' names as co-owners. • Proof of joint ownership includes separate documents in participant's name and spouse or partner's name, both showing the same address. • Proof of joint ownership cannot be delinquent or past due.
Federal Tax Return	<ul style="list-style-type: none"> • Send only the <u>first page</u> of your recent Federal Tax Return (Form 1040) that shows your dependent

FOR MORE INFORMATION

You can log into our online portal any time to check your status, but we will also notify you of your status by U.S. mail.

Dependent Verification Center Visit www.GaBreeze.ga.gov and click on the Dependent Verification tile under the 'To-Do's' menu.	<ul style="list-style-type: none"> • Choose delivery preference (email or postal mail). • Check dependent verification status. • Review letters. • Upload documents. • Review Security and Privacy Policy. • Access FAQs
Dependent Verification Center Customer Care 1-877-342-7339	Representatives are available Monday through Friday, from 8:00 a.m. – 8:00 p.m. ET.
Secure Mailbox Visit the Dependent Verification homepage and go to 'Contact us'.	Send an email with your questions/concerns

For complete details about the terms of your benefit plans, consult the plan's Summary Plan Description, any Summaries of Material Modification, and/or the plan document. In the event of a conflict between the information in this letter and the information located in the official plan documents, the official plan documents shall control.

Si tiene preguntas acerca de la auditoria o el proceso, llame al Centro de Verificacion de Dependientes al 1-877-342-7339. La linea de ayuda esta disponible de Lunes a Viernes de 8:00 a.m. – 8:00 p.m. ET.



FOR EXPEDITED PROCESSING BY FAX OR MAIL, PLEASE INCLUDE THIS COVER SHEET ALONG WITH YOUR SUBMITTED DOCUMENTS. COVER SHEET IS FORMATTED FOR SPECIFIED PARTICIPANT ONLY. INCLUSION OF OTHER PARTICIPANT DOCUMENTATION MAY RESULT IN A DELAY IN PROCESSING. PLEASE ALLOW 5 BUSINESS DAYS UPON RECEIPT FOR DOCUMENT PROCESSING.

Fax



To: **Dependent Verification Center**

From: **Sally Test**

Fax: **1-877-965-9555**

Pages:

Phone:

Date:

Re: **13960634**

Company: **State of Georgia**

Please fax this sheet and accompanying documents to 1-877-965-9555 (secure FAX line)

You can contact the Dependent Verification Center at 1-877-342-7339. Representatives are available Monday through Friday from 8:00 a.m. – 8:00 p.m. ET.

Dependent List

<u>Name</u>	<u>Date of Birth</u>	<u>Relationship</u>
Johnny Test	8/12/1972	Spouse

IMPORTANT: Deadline to verify dependent(s) listed above is 6/2/2023



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ANYTOWN, ONTARIO 00000



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P.O. BOX 1401
LINCOLNSHIRE, IL 60069-1401