



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

8/11/2023

SUBSCRIBER TEST
 DO NOT MAIL
 ANYTOWN, IL 60069

TIME SENSITIVE MATERIALS ENCLOSED



Final Dependent Verification Notice - Dropping Coverage

We sent several notices over the past several months to tell you that you must verify that the people you enrolled in the Georgia Department of Administrative Services – Human Resources Administration Flexible Benefits Program are eligible for coverage.

We have not received all of your documents, or you didn't provide enough information to prove the eligibility of one or more of the people you enrolled.

Any person identified as "Not verified" will **lose** coverage and will **not** be eligible for COBRA. Any **current** coverage choices you made for your unverified dependent(s) **will be removed** (including dental, vision, spouse/child life and/or spouse critical illness) at midnight on September 30, 2023. Premiums will not be refunded for the months that your dependent(s) were enrolled in coverage.

Please review the verification status of the people listed below. You have the right to obtain reinstatement within 120 days or by December 29, 2023. Please see the following page for reinstatement information.

Name	Status	Due Date
Johnny Test	Not verified	Aug 31, 2023

.....



[THIS PAGE INTENTIONALLY LEFT BLANK]



Claims and Appeals

The decision to stop benefits was based upon a failure to provide required documents or failure to provide enough information to prove your spouse/ dependent is eligible to be covered by the Georgia Department of Administrative Services – Human Resources Administration Flexible Benefits Program. Please reach out to Alight’s Dependent Verification Center at 1-877-342-7339 for additional assistance if you feel as though you have already submitted the correct documentation, but it was not accepted. If you wish to reinstate your dependent on your coverage you must provide the required documentation by December 29, 2023. You can utilize the reinstatement process, which is submitting the required documents to the Dependent Verification Center at Alight by logging in to: www.GaBreeze.ga.gov. Click the 'Documentation Required For Your Dependents' link to be routed to Alight’s Dependent Verification Services portal. On the site employees will be able to upload documentation by clicking on Appeal in the red Action Needed box. Then, follow the steps to upload, fax or mail documentation; or call the Alight Dependent Verification Services team at 1-877-342-7339. The Appeals process window will end 120 days after the final deadline of August 31, 2023, which is December 29, 2023. Please note that if approved, coverages will be retroactively reinstated. Retroactive and make up deductions may apply.

The required documents are:



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 Financial Partnership 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)



Submit your documents 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 'Documentation Required For Your Dependents' tile under the 'To-Do's' menu.	Expect a determination within 30 business days , but you can check the status online.
Secure Fax	Fax to 1-855-769-5782	Expect a determination within 30 business days , but you can check the status online.
U.S. Mail	Dependent Verification Center P.O. Box 1448 Lincolnshire, IL 60069-1448	Expect a determination in the mail within 30 business days .

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 'Documentation Required For Your Dependents' 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 and choose the 'Dependent Verification' option.	Representatives are available Monday through Friday, from 8:00 a.m. – 8:00 p.m. ET.
Secure Mailbox Visit the Dependent Verification homepage and click the 'Contact us' link.	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.



[THIS PAGE INTENTIONALLY LEFT BLANK]



[THIS PAGE INTENTIONALLY LEFT BLANK]

