

Dependent Eligibility Verification Review - Proposed

WHO?

The dependent eligibility verification (DEV) review will include all dependents (spouses/partners/children) active in the MyOEBB system even if the individual is not enrolled in a coverage.

Early retirees are to be included in the entity's review if coverage for this employee group is administered by the entity. Employees, and early retirees if applicable, who do not have any dependents listed in MyOEBB will not be included in the review.

WHEN?

A DEV review will be completed at least once every three years for each OEBB participating entity. The monthly review schedule for the next following calendar year will be posted on the OEBB website initially in January 2014 and each September thereafter at <http://www.oregon.gov/oha/OEBB/entity/Pages/eeDEVReviews.aspx>. If the assigned time period conflicts with entity priorities, an entity may request to change the month of their review, generally it must be to another month within the same calendar year. OEBB will try to accommodate all requests, but cannot guarantee that all can be granted.

HOW?

1. OEBB will contact the entity at least two months prior to the review month to schedule the specific date(s) of the review.
2. OEBB will send a letter to all of the subscribers with dependents listed in MyOEBB at least six weeks prior to the review date(s) to communicate the timelines and documentation requirements. Subscribers will be allowed to mail, fax, or email the appropriate documentation to OEBB and OEBB will set specific date(s) and time(s) that OEBB staff will be onsite to conduct the review, if an employee would prefer to provide the documentation in person.
3. Members who choose to mail or fax documentation to OEBB will be asked to provide copies of documents only as all documents received by OEBB will be shredded at the conclusion of the review. Documentation provided at the scheduled onsite review sessions will be reviewed, verified and logged and will not be retained.
4. OEBB will send a reminder letter to the members who have not submitted documentation two weeks prior to the onsite review date.

5. OEBC will send a confirmation letter to each employee included in the DEV review within one week after the review is completed, including members who have not submitted documentation or who could not supply appropriate documentation.
6. Coverage for dependents for whom a member cannot provide appropriate documentation will end on the last day of the month in which the determination was made and no later than the last day of the month in which the review was completed.
7. OEBC will provide a file to the entity identifying any dependents whose coverage has been terminated.
8. OEBC will lock all dependents losing coverage following an eligibility review so the dependent cannot be added back onto coverage during a future enrollment period.
9. Members have a right to appeal all eligibility decisions as provided for under OAR 111-080-0030 following the conclusion of the review.

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