

OEBB DEV Review Third Party Checklist

The DEV plan must:

1. Include the documentation requirements specified in OEBB's review plan.
2. 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.
3. Include a communications plan with at least the following communications:
 - a. An initial letter to all subscribers with dependents listed in MyOEBB to communicate the review date(s), time(s), and location(s) documentation requirements at least six weeks before the start of the review.
 - b. A reminder letter at least two weeks prior to start of review.
 - c. 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.
4. Include a process to ensure the confidentiality of members' personal records. No copies of any documentation should be retained.
5. Include an onsite verification review.
6. Detail a process to report all findings to OEBB via a secure electronic file within three weeks of the review date(s).
7. Not include requirements that are not dependent eligibility verification activities.