Pilot Project—Dependent Verification Instructions

Add a Dependent

Required Documents

Employees are required to complete an *Employee Enrollment/Change* form when adding a dependent to their coverage, plus the following:

- Spouse (regardless of gender): Valid dependent verification documents
- State-registered domestic partner: A *Declaration of Tax Status* form and dependent verification documents
- Children up to the age of 26: Dependent verification documents
- Dependent with disabilities, age 26 or older: Appropriate certification form
- Extended dependents: Appropriate certification form and legal document demonstrating custody/guardianship signed by a judge or court administrator

See the list of valid dependent verification documents on page 9 of this document.

Process

1. Provide employee with Worksheet E-1a—Dependent Eligibility. This informational worksheet contains a list of eligible dependents, the process to add dependents, and a list of valid verification documents.
2. Advise the employee the verification documents are required when the *Employee Enrollment/Change* form is submitted:
   - For newly eligible employees—no later than 31 days after the date of eligibility.
   - For a Special Open Enrollment—no later than 60 days after the date of the event that triggered the Special Open Enrollment.
   - For Annual Open Enrollment—no later than the last day of Annual Open Enrollment.
3. When you receive the enrollment form and dependent verification documents, review the documents to determine if the documents are valid *(see page 9)*, legible, and complete.
4. Follow the instructions on the following page to create a new dependent record.

Key Dependent and Verification in PAY1:

1. Log into the PAY1 system.
2. Access or create the employee record.
3. On the command line, enter A.43 in the Next Function field. Enter "A" for Add in the Type field. Enter the social security number of the dependent in the Depend SSA field. Select Enter. The A.43 screen displays in Add mode. ***Note:*** *Every effort should be made to enter a valid SSN for a dependent. However, if it is necessary to create a temporary SSN for a dependent without a valid SSN, use 999-99-0001, 0002, etc.*

```
                 ***** A.43 - DEPENDENTS DATA *****                    MAPA431
SUBSCR SOC SEC :                        SUBSCR NAME :
---------------------------- DEPENDENT DATA ---------------------------------
DEPEND SOC SEC :              GENDER:   DEPEND NAME :
LST NM:                             1ST NM:                     MI:     SFX:
RELATIONSHIP:                  BIRTHDATE:             QUAL RSN:
MEDICARE - A:                  MEDICARE - B:
CERT IND:   EFF DT:             END DT:            SSN:   VER:   DT:
        ---------------------- CURRENT ----------------------  --- PENDING ---
        ENR  EFF  DATE   PREM DATE   REASON                     ENR  EFF DATE
HEALTH:
DENTAL:
PHYS/CLINIC :                          DENTAL/CLINIC :
ADDRESS (IF DIFFERENT FROM SUBSCRIBER):
   ADDR LINE 1 :
   ADDR LINE 2 :
   ADDR LINE 3 :
   CITY        :                            STATE :        ZIP :
NEW DEPEND SSA :                       COUNTRY CD :
VERIFY: ST:                  SRC:                  ST DT:
NEXT FUNCTION: A 43  TYPE:    SUBSCR SSA: 000 00 0000  DEPEND SSA:

REQ CANCELLED    ENTER-NEXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF5-HISTORY
```

4. Enter the dependent's gender in the Gender field

I	Male
F	Female

5. Enter the dependent's last name, first name, middle initial, and suffix, if applicable, in the appropriate fields.
6. Enter the Relationship code of the dependent to the subscriber. Valid codes are:

S	Spouse or State-Registered Domestic Partner*
[illegible]	Son
[illegible]	Daughter
F	Extended Dependent

Note: There must be a marriage/registration date on the A.41 screen to add a spouse or domestic partner.

7. Enter the dependent's birth date.
8. If the dependent is a spouse, state-registered domestic partner, extended dependent, or a dependent with disabilities age 26 or older, and a certification form was submitted with the enrollment form, enter a Reason code in the Qualifying Reason field. Valid codes are:

M	Married
P	Partnership
D	Extended Dependent
A	Dependent with Disabilities, age 26 or older

Note: *If the dependent is a spouse or state-registered domestic partner, enter an "M" or a "P." Enrollment of an extended dependent or dependent with disabilities will pend for PEBB approval. A copy of the* Extended Dependent Certification *or the* Certification of Dependent with Disabilities *form must be submitted to PEBB for processing.*

9. Tab to the Health Enrolled field. If the dependent is enrolling in medical coverage, enter a "Y." If the employee chooses not to enroll the dependent in coverage, enter an "N" in the field.
10. Enter the dependent's effective date of enrollment in the Effective Date field. If the dependent is not enrolling in coverage, do not enter a date in the field.
11. If the dependent is enrolling in medical coverage, enter code **01 Newly Eligible Member** in the Reason field. If the dependent is not enrolling in medical coverage, enter code **49 Not Elected** in the Reason field.
12. If the dependent is enrolling in dental coverage, enter a "Y" in the Dental Enrolled field. If the dependent is not enrolling in dental coverage, enter an "N."
13. Enter the dependent's effective date of enrollment in the Effective Date field. If the dependent is not enrolling in coverage, do not enter a date in the field.
14. If the dependent is enrolling in dental coverage, enter code **01 Newly Eligible Member** in the Reason field. If the dependent is not enrolling in dental coverage, enter code **49 Not Elected** in the Reason field.
15. If the employee has selected a managed care medical plan, enter the physician or clinic code in the Phys/Clinic field.
16. If the employee has selected a managed care dental plan, enter the dentist or clinic code in the Dental/Clinic field.
17. If the dependent's address is different from the subscriber's, enter the dependent's address.
18. Tab to the Verify: ST: (status code) field:
    - If the verification documents are valid, legible, and complete, enter the appropriate status and source codes in PAY1 to activate the enrollment. If no verification documents have been received, do not enter any Status or Source Codes.
    - If the verification documents are not valid, legible or complete, create the record and use the appropriate status and source document codes. Save the record. The enrollment code "Y" will change to an "N" and the Reason code will change to "11 Need Verification Doc." Once you receive the valid, complete, or legible documents,

enter or change the status and source codes accordingly and save the record. Advise the employee of what is needed to enroll their dependents. If more than 75 days has passed, PAY1 will generate and send the employee a letter indicating they have lost the opportunity to enroll their dependent at this time. Letter templates are available on the PersPay website Quick Reference Guides page under Dependent Verification Pilot Program.

- The verification process requires timely action on the part of the employee and the employer to prevent a loss of opportunity. Valid Status Codes are:

V	Verified
VW	Verified WA state registered domestic partnership **(Not valid after 7/1/14)**
VO	Verified any other state equivalent of a registered domestic partnership
VE	Verified where at least one partner is age 62 or older
I	Incomplete
IL	Illegible
IV	Invalid
D	Denied
VT	Voluntary Termination (valid for Sweep only)

Valid Source Codes*:

AM	**Secretary of State Auto-Marriage (HCA Use Only)**
SR	**Secretary of State Reported Marriage (HCA Use Only)**
AD	Adoption decree or legal documentation that shows the subscriber has assumed legal obligation for total or partial support in anticipation of adoption
B	Birth certificate
D	Certificate of state-registered domestic partner or registration card
DE	Defense Enrollment Eligibility Reporting System (DEERS) registration
DF	Drop Form (valid for Sweep only)
DI	Certificate of state-registered domestic partner or registration card and proof of financial interdependency
DR	Certificate of state-registered domestic partner or registration card and proof of common residency
I	Proof of financial interdependency
LS	Legal separation
MC	Marriage Certificate only (when marriage occurred within last 2 years)
M	Marriage certificate
MI	Marriage certificate and proof of financial interdependency
MR	Marriage certificate and proof of common residence
OR	**Proof of Out-of-State Residency (HCA Use Only)**
P	Court-ordered parenting plan
PD	Petition for dissolution of marriage
PI	Petition for invalidity (annulment) for domestic partners

R	Proof of residency
SN	Qualified medical support order
T	Prior years' Federal Tax return

**Note: If the employee does not submit all required documents (e.g., submits a marriage certificate but no proof of residence or proof of financial interdependency), enter the source code for the document that is missing. You may choose either "R" (proof of residency) or "I" (proof of financial interdependency) in this scenario.*

19. On the command line, enter A.43 in the Next Function field. Enter "I" for Inquire in the Type field. Select F10 to update. Verify changes are accepted. The status date will automatically update with the current date. ***Note:*** *If you receive an error message indicating a problem with dual enrollment, see the Dual Enrollment section of the PAY1 manual.*
20. Repeat steps for each dependent listed on the enrollment form.
21. Maintain copies of the dependent verification documents submitted by the employee for auditing purposes.

Tips for Processing DV Documents

- A marriage certificate alone is acceptable when the employee is verifying a spouse within two years of the date of marriage. When the employee is verifying a spouse after the first two years of marriage, the employee must also submit proof of common residence or proof of financial interdependency with the marriage certificate.

If you receive…	Is the marriage date…	Use Status Code…	Use Source Code…
A marriage certificate only	Within 2 years of verifying the spouse?	**V** (verified)	**MC** (marriage certificate)
	More than 2 years of verifying the spouse?	**I** (Incomplete)	**R** (proof of residency) OR **I** (proof of financial interdependency
Proof of Common Residence		**I** (Incomplete)	**M** (marriage certificate)
Proof of Financial Interdependency		**I** (Incomplete)	**M** (marriage certificate)

  - **Proof of residence example:** Utility bill with both names listed.
    - A proof of residence document in only the spouse's name is acceptable only if the address on the document matches the address listed in PAY1.

- **Proof of financial interdependency example:** Bank statement with both names listed.

- If the subscriber is not listed on a dependent's birth certificate because the spouse is the biological parent, the spouse needs to be verified before you verify the child—even if the spouse is not enrolled in medical coverage.
- Employees may black out any financial information, account numbers, etc. on verification documents (e.g., blacking out social security numbers and financial information on a tax return).
- A status code of "I" (incomplete) is entered for a spouse when only one of two required documents is received. (e.g., marriage certificate was received but proof of common residence was not). Enter the Source Code of the missing document.
- If a document is illegible, enter an "IL" in the Status Code field and enter the Source Code for the document that is illegible (e.g., if birth certificate is illegible, enter a "B").

Examples:

Dependent Child Denied

```
   ADDR LINE 2 :
   ADDR LINE 3 :
   CITY        :                          STATE :        ZIP :
NEW DEPEND SSA :                       COUNTRY CD :
VERIFY: ST: D   DENIED      SRC: B   BIRTH CERT      ST DT: 12 15 2010
NEXT FUNCTION: A 44  TYPE: I  SUBSCR SSA: [redacted]  DEPEND SSA: [redacted]

INQUIRY ONLY     ENTER-NEXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
```

The dependent is denied because the birth certificate received does not prove the child is a legal dependent. A code "D" (denied) is keyed in the Status Code field and a "B" (birth certificate) is keyed in the Source Code field.

Spouse Verification Incomplete

```
   ADDR LINE 3 :
   CITY        :                          STATE :        ZIP :
NEW DEPEND SSA :                       COUNTRY CD :
VERIFY: ST: I  INCOMPLETE   SRC: R  PRF RES      ST DT: 08 21 2009
NEXT FUNCTION: A 44  TYPE: I  SUBSCR SSA: 999 99 XXXX  DEPEND SSA: 999 99 XXXX
                              AGENCY: [redacted]  SUB: [redacted]  PAY ACTION:
INQUIRY ONLY     ENTER-NEXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
```

Only a marriage certificate was received for the spouse and the date of marriage is more than two years in the past. *(Two documents are required if the employee is using a marriage certificate: the marriage certificate and proof of common residence or proof of financial interdependency).*

An "I" (incomplete) is keyed in the Status Code field and an "R" (proof of residency) is keyed in the Source Code field. Always enter the Source Code of the document that is missing when documentation is incomplete. ***Note:** In this case, either an "R" or an "I" could be entered.*

Birth Certificate Illegible

```
    ADDR LINE 2 :
    ADDR LINE 3 :
    CITY        :                          STATE :        ZIP :
NEW DEPEND SSA :                       COUNTRY CD :
VERIFY: ST: IL ILLEGIBLE     SRC: B  BIRTH CERT    ST DT: 08 26 2009
NEXT FUNCTION: A 44  TYPE: I  SUBSCR SSA: 999 99 XXXX  DEPEND SSA: [redacted]
                             AGENCY: [redacted]   SUB: [redacted]   PAY ACTION:
INQUIRY ONLY     ENTER-NEXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
```

The birth certificate submitted was not legible. An "IL" (illegible) is keyed in the Status Code field and a "B" (birth certificate) is keyed in the Source Code field.

Successfully Verified Child

```
    ADDR LINE 2 :
    ADDR LINE 3 :
    CITY        :                          STATE :        ZIP :
NEW DEPEND SSA :                       COUNTRY CD :
VERIFY: ST: V  VERIFIED      SRC: AD  Adopt Decree    ST DT: 08 20 2009
NEXT FUNCTION: A 44  TYPE: I  SUBSCR SSA: 999 99 XXX1  DEPEND SSA: 999 99 XXX2
                             AGENCY: [redacted]   SUB: [redacted]   PAY ACTION:
INQUIRY ONLY     ENTER-NEXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
```

A valid verification document is submitted. A code "V" (verified) is keyed in the Status Code field and an "AD" (adoption decree) is keyed in the Source Code field.

Birth Certificate Not Translated to English

```
    ADDR LINE 3 :
    CITY        :                          STATE :        ZIP :
NEW DEPEND SSA :                       COUNTRY CD :
VERIFY: ST: IV INVALID       SRC:                   ST DT: 12 15 2010
NEXT FUNCTION: A 44  TYPE: I  SUBSCR SSA: [redacted]  DEPEND SSA: [redacted]

INQUIRY ONLY     ENTER-NEXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
```

A birth certificate is received that has not been translated into English. An "IV" (invalid) is keyed into the Status Code field and the Source Code field is left blank.

Voluntary Termination Using the Drop Form for the DV Sweep

```
   ADDR LINE 3 :
   CITY        :                          STATE :        ZIP :
NEW DEPEND SSA :                       COUNTRY CD :
VERIFY: ST: VT VOL TERM     SRC: DF DROP FORM    ST DT: 06 07 2011
NEXT FUNCTION: A 44  TYPE: I  SUBSCR SSA: [redacted]  DEPEND SSA: [redacted]

INQUIRY ONLY     ENTER-NEXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
```

The VT Voluntary Term Status Code and the DF Drop Form Source Code are only valid during the DV Sweep.

Questions

Please send questions to the HCA PEBB Dependent Verification through FUZE. If there are extenuating circumstances that prevent the employee from obtaining the required DV documentation in a timely manner, send a request for an extension to FUZE. PEBB will review the request and determine if an extension will be granted.

Valid DV Documents and Corresponding Source Codes

	Documents	Source Code
Spouse (Including same-gender spouse)	• Copy of most recent Married Filing Jointly Federal Tax Return that lists the spouse *(black out financial information);* OR	**T**
	• Copy of the subscriber's and spouse's most recent Federal Tax Return if married Filing Separately *(black out financial information);* OR	**T**
	• Copy of marriage certificate only *(for a marriage that occurred within the last two years);* OR	**MC**
	• Copy of proof of common residence (e.g., utility bill) AND marriage certificate*;* OR	**MR**
	• Copy of proof of financial interdependency (e.g., bank statement) *(black out financial information)* AND marriage certificate*;* OR	**MI**
	• Copy of petition for dissolution of marriage (divorce); OR	**PD**
	• Copy of legal separation notice; OR	**LS**
	• Copy of Defense Enrollment Eligibility Reporting System (DEERS) registration	**DE**
State-Registered Domestic Partner or Legal Unions	• Copy of proof of common residence (e.g., utility bill) AND certificate/card of state-registered domestic partnership or legal union*;* OR	**DR**
	• Copy of proof of financial interdependency (e.g., bank statement) *(black out financial information)* AND certificate/card of state-registered domestic partnership or legal union*;* OR	**DI**
	• Copy of certificate/card of state-registered domestic partnership or legal union only *(for a registration/union that occurred within the last two years); OR*	**D**
	• Copy of petition for invalidity (annulment) for domestic partnership or legal union; OR	**PI**
	• Copy of petition for dissolution of domestic partnership or legal union; OR	**PD**
	• Copy of legal separation notice of domestic partnership or legal union	**LS**
Children*	• Copy of most recent Federal Tax Return that includes the child(ren) as a dependent listed as a son or daughter *(black out financial information);* OR	**T**
	• Copy of birth certificate (or hospital certificate with the child's footprints on it) showing the name of the parent who is the subscriber, the subscriber's spouse, or the subscriber's state-registered domestic partner**; OR	**B**
	• Copy of certificate or decree of adoption; OR	**AD**
	• Copy of court-ordered parenting plan; OR	**P**
	• Copy of National Medical Support Notice; OR	**SN**
	• Copy of Defense Enrollment Eligibility Reporting System (DEERS) registration	**DE**

**Newborns – If a subscriber submits acceptable verification documentation for a newborn (or newly adopted child) who is the first child on their account, you may accept the documentation and submit the documentation to PEBB for verification or verify and enroll that child (pilot agencies only) any time within 12 months of the birth (or adoption). If the subscriber has received the "Your Opportunity to Enroll Has Ended" letter (i.e., they missed the window to submit verification materials) from PEBB, the employee must appeal to PEBB. If you receive an appeal from the employee, review for agency error and forward to PEBB Appeals.*

***If dependent is the subscriber's stepchild, the employee must also verify the spouse/state-registered domestic partner to enroll the child—even when the spouse/state-registered domestic partner isn't enrolling in PEBB coverage.*

Status and Source Codes

Valid Source Codes for Status Codes:

Status Code		Valid Source Codes
V	Verified	**AD, B, D, DE, DI, DR, LS, MC, MI, MR, P, PD, SN, T**
VW	Verified WA registered domestic partnership	**D, DI, DR, LS, PD, PI**
VO	Verified any other state equivalent domestic partnership	**D, DI, DR, LS, PD, PI**
VE	Verified where at least one partner is age 62 or older	**D, DI, DR, LS, PD, PI**
I	Incomplete	**D, MC, R, I**
IL	Illegible	**AD, B, D, DE, DI, DR, I, LS, M, MC, MI, MR, P, PD, R, SN, T**
IV	Invalid	None, leave field blank
D	Denied	**AD, B, D, DE, DI, DR, I, LS, M, MC, MI, MR, P, PD, R, SN, T**
VT	Voluntary Term	**DF**

Letters to Employees

If the dependent verification documents are not received in a timely manner, the status in the verification fields will change to "NR" *(Non-Responder)* and PEBB will notify the employee they have lost their opportunity to enroll their dependent in coverage at this time. The next opportunity to enroll their dependents will be Annual Open Enrollment or if they have a life event that triggers a Special Open Enrollment.