

# Dependent Verification

Process and Procedures for Employees, Employers, and PEBB

## Employee Process and Procedures:

1. Complete and sign the Employee Enrollment/Change Form.
2. Submit the form and dependent verification documents by the required deadline (i.e., within 31 days of eligibility, the last day of Annual Open Enrollment, or within 60 days of an Special Open Enrollment event).
3. Respond promptly to employer requests for additional information or verification documents.

## Employer Process and Procedures:

4. Provide the employee with Worksheet E-1 when they express an interest in adding a dependent, encouraging them to review and follow it, and explaining that dependents won't have insurance until verification requirements have been met.
5. Accept Enrollment/Change Forms plus verification documents submitted by the employee.
6. Enter the dependent into PAY1 (if PEBB keys for you, see #7). Note – the keying process is unchanged although enrollment flags and reason codes will change automatically to reflect verification status upon update).
  - a. Forward copies of the verification documents through [FUZE](#) or fax at 360-725-0771, Attn: Dependent Verification. Please note the employee's last name and the last four digits of their SSN on each document that you send.
  - b. Do not forward the Enrollment/Change Form to PEBB.
7. If PEBB keys for you, send everything including the verification documents as you do now.
8. Employee enrollment will not be delayed by the dependent verification process.

## PEBB Process and Procedures:

9. Receive and process the verification documents:
  - a. If the documents verify eligibility, PEBB will key the verification. PEBB will communicate this action to employers.
  - b. If the documents aren't adequate or are illegible, PEBB will notify the employer of the issue and what additional documents are required.
10. PEBB will notify the employer of the result of the request to verify the dependent.