

Valid Proof of Loss Documents

The following is a list of acceptable proof of loss documents required when an employee is returning from waive status or is adding a dependent due to loss of other coverage during a special open enrollment.

Proof of Loss Requirement: The proof of loss must be in writing and include a list of the names of all family members who lost coverage, the name, address and telephone number of the plan and the date coverage ended.

- Certificate of Creditable Coverage (COCC) from the insurance company
- Letter from previous employer (*see requirement above*)
- An email from the insurance company (*see requirement above*)
- Military discharge papers

To reinstate employee or dependent coverage during a special open enrollment:

- Send the documents to Outreach and Training (O&T) via FUZE
- Fax a copy of the enrollment form, proof of loss, and valid dependent verification documents, if required to 360-725-0771.
- PEBA O&T will key the reinstatement in the insurance system in accordance with Addendum 45-2A.