

State of Kansas Employee Health Plan Audit for Dependent Eligibility

The State Employee Health Plan (SEHP) contacted the University of Kansas to inform us that the state of Kansas is undertaking a dependent eligibility review. Earlier this year, the Health Care Commission authorized an audit to ensure the dependents covered under the SEHP meet the current eligibility criteria to be a covered dependent. The SEHP is working with Claim Technologies Inc. (CTI) to conduct this audit.

The SEHP and CTI have completed the first phase of the audit in which SEHP records were reviewed on all members with participating dependents, and members with participating dependents who do not have appropriate supporting documentation on file have been identified. The SEHP has asked CTI to coordinate efforts with KU's Benefits Office to obtain copies of any dependent documentation in our Benefits files.

In November 2011, the SEHP provided a listing for documentation to support a dependent relationship for KU employees. If documentation was in the Benefits files, that documentation was provided to the SEHP. If documentation is still needed, Benefits will reach out to employees to request the missing documentation and indicate for which dependent(s) the documentation is needed and the type of documentation that is acceptable.

The SEHP's Administrative Manual, Rev. 05/11, lists the dependent documentation that will be acceptable (information below is from page 39-40, <http://www.kdheks.gov/hcf/sehp/active/ActiveAdminMan2011.pdf>)

Appropriate Supporting Documentation

- I. Spouses:
 - A. Marriage License in English (for proof of spouse and stepchild eligibility) or
 - B. Common Law Spouse Affidavit or
 - C. The most current year's filed Federal tax return form. Pages 1 & 2 of Form 1040 or Form 1040A, showing the filer's name, spouse's name and both the filer's and spouse's signatures.

- II. Dependent children:
 - A. Birth certificate or hospital birth announcement in English for newborns
 - B. Petition for adoption or placement agreement in English for dependent child
 - C. Legal custody or guardianship document issued by the court
 - D. Court order for dependents who are not natural or adopted children of the member
 - E. Certificate of birth and Dependent Grandchild Affidavit for children born to a covered dependent (grandchild)
 - F. An Application for Coverage of Permanent and Totally Disabled Dependent Child affidavit for covered dependent children aged 26 or older

If you receive a request for dependent documentation, please feel free to contact the Benefits Office by email at benefits@ku.edu, by phone at 864-4946 or stop by Room 150, Carruth-O'Leary. The SEHP has informed us that if documentation to support the claimed dependent relationship is not provided, coverage under the SEHP for those dependents may terminate.