



As previously announced to you by [CEO/HR Executive Name & Title], Peralta Community College District has partnered with CoreSource to conduct an audit of their health care plans to confirm that covered dependents meet the eligibility requirements of the plans. The purpose of this audit is to ensure plan compliance with regulations and Summary Plan Descriptions, as well as confirm that health care plan dollars are being spent appropriately.

The purpose of this audit is *not* to drop coverage for any family members that meet the plan definitions for eligibility. To ensure that coverage is continued for your eligible dependents, you are required to submit the appropriate documentation to CoreSource before **April 26, 2010**.

The following information is included in this packet to help you through the dependent verification process:

- **Dependent Coverage Summary Form -**
Lists all the dependents you have currently enrolled in one or more health plans.
- **Description of Eligible Dependents -**
Provides a description of eligible dependents as defined in the Summary Plan Descriptions.
- **Required Documentation Matrix -**
Describes the documentation that you must submit to verify eligibility for each type of dependent.
- **Frequently Asked Questions**
Provides answers to some of the most frequently asked questions about the audit process

Please follow the below steps to complete your portion of the audit:

1. Review the *Description of Eligible Dependents* to determine if any of your dependents are ineligible for coverage.
2. Assemble the required documentation as outlined on the *Required Documentation Matrix*.
 - a. Be sure to send photocopies of documents. Originals cannot be returned.
 - b. Mark out any personal financial information.
 - c. Write the Employee's Name and Audit ID Number (located at top of this letter) on each document.

- d. Please retain a copy of all documentation and forms related to this audit for your records.
3. Complete the *Dependent Coverage Summary* form.
 - a. Check the appropriate box indicating whether each dependent is eligible or ineligible.
 - b. Sign, date, and copy this form for your records.
 4. Send your *Dependent Coverage Summary* form and all required documentation to CoreSource using one of the following methods:
 - Mail it in the enclosed pre-addressed envelope via regular mail
 - Mail it certified mail to confirm receipt at CoreSource
 - Fax your information to CoreSource at 1-866-789-9881 and retain the fax confirmation notice to confirm receipt at CoreSource

NOTE: All responses must be received by April 26, 2010.

We realize that verifying your dependent's eligibility requires additional effort on your part. We are happy to assist you and have included some helpful tips on obtaining the required documentation in your packet. Please call us at 1-866-434-1211 from 8:00a.m. to 5:00p.m. EST, Monday through Friday, or e-mail us anytime at DependentAuditsBalt@coresource.com with any questions regarding this process.

The Peralta Community College District appreciates your understanding and cooperation in completing this audit.

Sincerely,

CoreSource Dependent Eligibility Team

V-07