MANAGEMENT ADVISORY #17-004

DATE: May 11, 2017
TO: Human Resource Officers and Benefits Managers
FROM: Tami Fillyaw, Director
SUBJECT: Quality Assurance Review of Dependent Eligibility for Insurance Coverage

Effective May 15, 2017, the Division of State Group Insurance (DSGI) will begin requesting documents as part of a monthly quality assurance review to confirm that an employee’s dependents—newly added and existing—are eligible for insurance coverage. This process applies to new hires, marriages, births and other life events during the year as allowed by a qualifying status change (QSC) event. Only employees captured in a random sample of QSC events will receive the documentation request.

If employees do not send legible documents within 60 days from the date of the request or if their documents do not prove dependent eligibility, we will terminate insurance coverage on the dependents in question prospectively. They will need to enroll eligible dependents and send in the required documentation to reinstate coverage. This process applies to new hires, marriages, births and other life events during the year as allowed by a QSC event.

To obtain copies of U.S. birth certificates:
• In Florida, see the county of birth’s clerk of court’s website, www.floridahealth.gov or www.vitalcheck.com.
• Out of state, visit www.vitalcheck.com or call the county of birth’s clerk of court.
• All documents must be in English or certified English translation.

Please share the attached State Group Insurance flier with your employees, especially new hires, as part of the new employee orientation. For those employees who receive our request, they may email a cell phone picture of the documents or send scanned copies to DSGI.QATeam@dms.myflorida.com. Otherwise, they may fax or mail to the address in the header above.

Questions? Read our Frequently Asked Questions at www.mybenefits.myflorida.com or call us at 850-921-4600.

Attachment: State Group Insurance Overview Flier
Updated Qualifying Status Change Event Matrix