

Sample Employee Communication

Dear Company Employees

Next week, we will begin a new process as part of Open Enrollment for benefits. You will be asked to review information about your dependents who are enrolled in **Medical, Dental and/or Vision Plans**. We need to ensure the personal information on your dependents is correct and verify that they meet our eligibility requirements.

This is an opportunity to ensure that only eligible dependents are enrolled in your plans. You could just verify medical plan enrollees.

Who is affected? **U.S.** employees who cover dependents through our Medical, Dental and/or Vision Plans, who were enrolled to date need to this confirm.

Important differentiation for international companies

Why are we verifying the eligibility of your dependents? There are new reporting rules in place due to Health Care Reform. In preparation, we need to:

- Confirm that your covered dependents on file meet plan eligibility rules.
- Verify the accuracy of identifying information for each covered dependent, including a U.S. Social Security number or tax identification number.

What do you need to do? You will receive [an email, a letter] notification from [benefits administrator, HR email address, sender of formal outreach] with instructions and a link to a secure web page that you will use to verify your dependents' eligibility. You will need to enter your dependents' Social Security number in preparation for new Health Care Reform reporting rules. Be sure to have the numbers for your dependents on hand as you begin the online process.

What is the deadline? All verification must be completed before we begin Open Enrollment, [start date].

Look for the [email, letter] from [benefits administrator, HR email address, sender of formal outreach] and take action when the eligibility verification process begins.

Thank you.