



September 27, 2019

«EmpFName» «EmplName»
«Address_1»
«Address_2»
«City», «State» «Postal»

RE: Documentation of Continued Eligibility for «**DepFname**» «**DepLName**»

Dear «EmpFName»:

The State of Kansas is conducting its annual dependent eligibility audit to reverify the eligibility of employees' dependents for coverage under the State Employee Health Plan. Our partner for this audit is Claim Technologies Incorporated (CTI).

We are reverifying eligibility for a sample of dependents currently covered by the State's health plan. As part of this audit, we are verifying the eligibility of «DepFname» «DepLName» by requesting up to date documentation.

To complete the eligibility verification process, a copy of one of the supporting document(s) listed on the next page must be submitted. You may send a copy of the document(s) with page three in the enclosed envelope to CTI within 21 days of the date of this letter. The information will be kept confidential and only used to verify «DepFname» «DepLName»'s eligibility for coverage under the health plan.

If you prefer, you may also upload scanned documents to CTI's secure website. To upload your documents, go to the website listed below and enter your assigned User ID number and password.

CTI's Secure Site: www.ctisecureupload.com/KS

Your User ID Number: «IDNO»

Password - This is your date of birth in yyyymmdd format. (Example 19620210 for February 10, 1962)

PLEASE NOTE: If you do not submit the requested information within 21 days of the date of this letter, «DepFname» «DepLName»'s coverage may be terminated.

If you have questions about returning your documents, please call CTI at 888-220-2445.

Thank you for your cooperation.

State Employee Health Plan Membership Services



Appropriate Supporting Dependent Documentation

The following items are appropriate supporting documentation that is required when adding or removing other eligible individuals:

- For Coverage of Permanent and Totally Disabled Dependent Child, an SEHP Permanent Totally Disabled Dependent Child Application available at the Employee Health Plan Member portal and a copy of the most recently filed Federal tax return for proof of financial dependency and residency. The Federal tax return must be signed and dated by all filers. See #2 for pages needed.
- Copies of the most recently filed Federal tax return for proof of dependent eligibility. For a grandchild, an SEHP Dependent Grandchild Affidavit, available at the Employee Health Plan Member portal, must also be submitted. The federal tax return must be signed and dated by all filers. Income information may be whited out prior to sending to CTI. The pages needed from the current year's filed federal tax return depends on which Tax form was filed:
 - Form 1040—pages 1 & 2 containing the filer's name, the employee and spouse's signature, and date the employee and spouse each signed the form.
 - Form 1040A—pages 1 & 2 containing the filer's name, the employee and spouse's signature, and date the employee and spouse each signed the form.
 - Form 8879 (IRS *e-file*)—containing the date filed, the filer's name, the employee and spouse's signature, and date the employee and spouse each signed the form.

