



Office of Human Resources and Equal Opportunity

IMPORTANT NOTICE: DOCUMENTATION PREPARATION IS REQUESTED

TO: Employees/Retirees Insured with Dependents for Benefits Plan Year 2009/2010

FROM: Christine Vo
Benefits Manager

DATE: May 18, 2009

RE: **Notice of Delay for the 2009 Dependent Eligibility Audit (DEA) Process**

This is to inform you that due to technical difficulties in launching the **Dependent Eligibility Audit (DEA)** on-line process with Secova, on-line benefits carrier, we are experiencing a delay for the mailing project. The DEA packets will be distributed to all applicable employees/retirees via U.S. Postal Service on **May 27, 2009** instead of May 18, 2009.

This delay is necessary to enable both employees and retirees to access the new **on-line dependent verification system**. The new paperless process will allow you to access the Secova's DEA web page: <https://verify.secova.com/fhda> by using either a *work* or *personal* email address to 1) verify dependents on-line, 2) upload required documentation, and 3) receive instant confirmation. Of course, you may continue to submit the required documentation via (a) fax, or (b) .pdf attachment via email, or (c) U.S. Postal Service; Additionally, if you decided not to verify dependents on-line, you may access the web page just to verify your compliance.

Please review the enclosed materials in preparation for the necessary documentation to comply with the Dependent Eligibility Audit (DEA). The deadline for compliance is JUNE 15, 2009.

Please note that the Secova's DEA Web page: <https://verify.secova.com/fhda> will not go live until **May 27, 2009**. Please act accordingly.

Failure to provide the necessary required documentation by June 15, 2009 will result in termination of dependent coverage effective June 30, 2009.

If you have any questions regarding the DEA process, please contact **Secova at 1-866-364-2594** (Representatives are available M-F 8am – 6pm PST), or you may send an email to: fhda.benefits@secova.com.

Your cooperation is greatly appreciated.