FOOTHILL-DE ANZA
Community College District

Office of Human Resources and Equal Opportunity
12345 El Monte Road, Los Altos Hills, CA  94022

**URGENT NOTICE:  DEPENDENT HEALTH INSURANCE COVERAGE FOR PLAN YEAR 08/09**

Dear Employee:                                                                                                     July 18, 2008

**YOUR REQUIRED DOCUMENTATION WAS SUBMITTED PAST THE DEADLINE!!**

We received your documentation for verification of dependent(s) after the deadline of June 30, 2008. **Failure to meet the deadline results in termination of benefits for dependents.** However, the District is providing one **FINAL extension** of the date to submit required documentation to qualify your dependents for the plan year effective July 1, 2008 through June 30, 2009.  The District is extending the Dependent Eligibility Audit deadline to **July 31, 2008**.

We have been notified that your required documents, received after the deadline of June 30, 2008, have been received and are under review.

**As of July 1, 2008 dependent coverage for your eligible spouse and/or dependent children has been terminated.  If *all* required documentation is submitted by July 31, 2008 and approved as valid by SECOVA, our On-line Benefit Carrier, the District will reinstate dependent coverage retroactive to July 1, 2008.**

It is our fiduciary responsibility to comply with the Employee Retirement Income Security Act (ERISA) which requires we administer the eligibility guidelines set-forth in our Health and Welfare Plan Documents.  We can only provide coverage to those dependents meeting the definition of eligible as stated in our Plan Document. We cannot insure non-eligible dependents without subjecting ourselves to possible penalties and plan disqualifications by the Internal Revenue Service.

Continued dependents' coverage is contingent upon your meeting the timely requirements set forth by the Plan in future years.

If you have any questions during this process please contact **Secova** at **1-866-364-2594.** (Representatives are available M-F 8:00 AM- 6:00 PM PST, or you may send an email to **fhda.benefits@secova.com.**

Sincerely,

Christine P. Vo

Christine Vo
Benefits Manager