



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

URGENT!!! YOUR IMMEDIATE RESPONSE IS REQUIRED BY JULY 31, 2008

**YOUR DEPENDENT COVERAGE WAS DROPPED EFFECTIVE JUNE 30, 2008.
YOU HAVE ONE FINAL OPPORTUNITY TO COMPLY WITH
THE DEPENDENT ELIGIBILITY AUDIT (DEA) PROCESS FOR PLAN YEAR 08/09 IN ORDER TO
PROVIDE COVERAGE FOR QUALIFIED DEPENDANT(S)**

Dear Employee:

July 18, 2008

WE DID NOT RECEIVE THE REQUIRED DOCUMENTATION!!

As of July 1, 2008 one or more of the dependents (spouse and/or dependent children) you requested insurance coverage for does not have coverage through the District.

The District is providing one **FINAL opportunity** for you to submit documentation to qualify your dependents for the plan year effective July 1, 2008 through June 30, 2009. You have until **July 31, 2008** to submit the required documentation.

To Obtain Dependent Coverage Effective July 1, 2008:

- **You must submit a copy of your "2007 Federal Income Tax Return", identifying your eligible dependent(s) and including the signature page on or before July 31, 2008.** If you submitted your Tax Return via E-file, your return is acceptable without the signature.

What Happens After July 31, 2008:

- **If a copy of your 2007 Federal Income Tax Return is received on or before 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.
- **If a copy of your 2007 Federal Income Tax Return is NOT received on or before July 31, 2008, or is NOT approved as valid by SECOVA**, the District accepts this as confirmation that your dependent(s) does not meet the eligibility guidelines set forth by the plan and **the termination of coverage will stand.**

To Request an Extension Due to Late Income Tax Filing:

- **You must submit a copy of your "2007 Application for Automatic Extension of Time to File U.S. Individual Income Tax Return (Form 4868)" on or before July 31, 2008.** You may also request the **ultimate deadline of October 15, 2008** by notifying SECOVA on or before July 31, 2008. Please be advised that if you require an extended deadline through October 15, 2008, your opportunity to purchase coverage through COBRA, if ultimately necessary, is not available beyond August 29, 2008.

How to Submit Your Documentation:

- **Due to the urgency of the matter, all documents MUST BE FAXED to SECOVA at: 1-866-585-6860, on or before July 31, 2008.**
- Please note your **full name**, the **last 4 digits of your Social Security Number**, immediately followed by the **month, date** and **year of your birth date** on all correspondences to Secova. (e.g. **Last four of SSNNMMDDYYYY**
 - **Example: Jane Smith, 9999MMDDYYYY**
- **You must retain the fax transmission confirmation for your records as this will be your only proof of compliance.**

What Happens Next:

- Upon completion of the verification process, you will receive confirmation on the verification status of your dependent(s) from SECOVA.

What Are the Alternatives If the Deadline is Missed or the Documentation is Inadequate:

- There will be no exceptions for missing the extended deadline of July 31, 2008. Failure to provide the required documentation to SECOVA will disqualify the dependent for coverage effective **June 30, 2008**.
- You may re-enroll the dependent and submit required documentation for review during open enrollment for the next plan year for July 1, 2009 through June 30, 2010.
- You may have an option to purchase insurance coverage through COBRA. Please see Christine Vo at the District Office. Opportunity to enroll via COBRA ends **August 29, 2008**.
- You may have an option to enroll a qualified dependent through a spouse/domestic partner's employment. **Please contact the spouse/domestic partner's employer no later than July 31, 2008 to request special open enrollment due to loss of coverage on June 30, 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.

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 Vo
Benefits Manager