



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

TO: All District Employees and Retirees with Dependent Coverage
FROM: Christine Vo, Benefits and Workers' Compensation Analyst
DATE: May 10, 2007
RE: **DEPENDENT VERIFICATION PROJECT FOR PLAN YEAR 2007/2008**

URGENT!!! IF YOU INSURE DEPENDENTS YOUR RESPONSE IS REQUIRED BY JUNE 8, 2007. FAILURE TO COMPLY WILL DISQUALIFY DEPENDENT COVERAGE EFFECTIVE JULY 1, 2007

The District contracts with **UltraLink Secova** to perform ongoing verification of enrolled dependents for all insurance carriers (United Healthcare, Kaiser, Delta Dental and Vision Service Plan). Employees who have enrolled dependents (spouses and dependent children) via open enrollment will be required to respond to an audit from UltraLink Secova. Same sex domestic partners are not required to complete this verification process. **The deadline to respond is June 8, 2007.**

To qualify your dependents for benefits coverage for the Plan Year 07/08, you must submit a copy of your **2006 Federal Income Tax Return (form 1040)**. **Please do not provide any supplemental tax records, only the first page and the signature page is required. It is your responsibility to file your taxes on time as there will be no exceptions.** **Note: earnings can be blacked out to protect financial privacy.**

If you are divorced and required to carry coverage for dependent(s), but cannot claim your dependent(s) per court order, please submit the **Court Order Statement** in lieu of the 1040 statement.

In lieu of the tax form noted above, the Plan will accept the following documents as proof of legal dependent status for spouses: **2006 property tax records** that show co-ownership or **current rental agreement** that clearly defines the relationship of the two individuals.

Employees who married in 2007 can submit a copy of the marriage certificate. Employees with newborns in 2007 must submit a copy of birth certificate for the dependent child.

TO REQUEST AN EXTENSION DUE TO LATE INCOME TAX FILING: Employees who delay filing income taxes must submit a copy of the **2006 Application for Automatic Extension of Time to File U.S. Individual Income Tax Return (Form 4868)** to UltraLink Secova no later than **June 5, 2007** to request an extension. The extended deadline is **August 15, 2007**. **Failure to provide the required documentation by the deadline will disqualify the dependent for coverage retroactively.**

Thereafter, dependents age 19 and older will be notified 60 days prior to the birth month to comply with the verification process. **Failure to comply will result in termination of coverage on the last day of the birth month and re-enrollment will not be allowed until the next plan year.** In addition, employees may be responsible for any employer contributions to and benefits paid by the plan for ineligible coverage. **You will be notified by UltraLink Secova for the required information.**

If you have any questions, please contact UltraLink Secova at: **866-208-3204** (Mon–Fri 5:00 a.m. - 6:00 p.m. PST), Fax: **714-428-8370** or via email: **Foothill.DeAnza@ultralink.com.**

IMPORTANT: DO NOT SUBMIT ANY DOCUMENTS TO THE DISTRICT. YOU MUST SUBMIT ALL THE REQUIRED DOCUMENTS TO ULTRALINK SECOVA NO LATER THAN JUNE 8, 2007.