



March 31, 2021

RE: Audit Resumption Letter

THE DEPENDENT ELIGIBILITY AUDIT WAS SUSPENDED IN MARCH 2020 AND WILL RESUME ON APRIL 1, 2021.

As previously announced, San Diego Unified School District is undergoing a dependent eligibility audit for all employees' dependents who participate in our healthcare plans. Our records show that you have not yet provided the necessary documentation to ensure your dependent(s) continue to receive coverage. **If you have submitted all of your documentation electronically for San Diego Unified School District and received confirmation that you have satisfied the audit requirements, please disregard this notice.**

This letter will serve as a guide to help you get the proper documents to McGregor & Associates, a Gallagher Company by the deadline indicated. This will ensure that you can continue to keep your eligible dependent(s) in our health plan.

If you do not provide the required documents by May 31, 2021, your dependents may be terminated from your healthcare plan. Please refer to the following page for further instructions.

If you have any questions regarding the status of your dependent(s), please call McGregor & Associates, a Gallagher Company at (888) 806-1994, prompt 2, Monday thru Friday 8 a.m. to 5 p.m. PST.

Thank you for supporting this process and our efforts to keep healthcare costs as low as possible.

Sincerely,

McGregor & Associates
A Gallagher Company

Dependent Eligibility Form

San Diego Unified School District

Final Due Date: May 31, 2021

PLEASE DISREGARD IF YOU HAVE ALREADY SUBMITTED ALL OF YOUR DOCUMENTATION

Instructions:

1. Please refer to the *List of Acceptable Documents (Page 3)* for documentation required to submit for your dependent(s).
2. Present required documentation **AND** this Dependent Eligibility Form no later than the above date via one of the following method(s) below:
 - Email verify@mcgregorinc.com - To Submit Documentation
 Email questions@mcgregorinc.com - For Inquiries
 Please include **District, Last Name, and 10527 (your unique VEBA ID)** in subject line.
YOU WILL RECEIVE A CONFIRMATION EMAIL WITHIN 14 BUSINESS DAYS

***Note:** For your privacy and protection, any documents presented will not be retained. For all inquiries regarding the audit, please call McGregor & Associates, a Gallagher Company at (888) 806-1994, prompt 2, Monday thru Friday 8 a.m. to 5 p.m. PST.*

Listed below are the names of your dependents that need to be verified in this audit, please verify the name and fill in the dependent type.

Email address for confirmation (**Required**):

Dependent ID	Dependent Name	Dependent Type Below to be completed by member	Dependent Status
12345	Dependent 1		Not Verified
12346	Dependent 2		Not Verified
12347	Dependent 3		Not Verified

Valid Dependent Types: Spouse, Domestic Partner, Child - Biological, Child - Step, Child - Adopted, Child - Guardianship, Child - Disabled.

List of Acceptable Documents

BLACK OUT ALL SOCIAL SECURITY NUMBERS & FINANCIAL INFORMATION




Instructions:

1. **Select** one document from column **A** **AND** one document from column **B** (unless otherwise specified)
2. **Email** documents to verify@mcgregorinc.com and include **District, Last Name**, and your **VEBA ID** in subject line

Eligible Dependent Type	All foreign documents must be translated by a certified translator according to USCIS guidelines.		
	A		B
Legal Spouse	<input type="checkbox"/> If married more than one year , 2019 (or 2020) Federal Tax Return <input type="checkbox"/> If married less than one year , Government-issued Marriage Certificate		***Please make a selection from column A only***
Domestic Partner	<input type="checkbox"/> Registered Certificate of Domestic Partnership issued by the State of California		***Please make a selection from column A only***
Biological Child (under the age of 26)	<input type="checkbox"/> Government-issued Birth Certificate <input type="checkbox"/> Court Order of Legal Custody		***Please make a selection from column A only***
Adopted Child (under the age of 26)	<input type="checkbox"/> Government-issued Birth Certificate <input type="checkbox"/> Legal Adoption Certificate/Order		***Please make a selection from column A only***
Stepchild (under the age of 26)	<input type="checkbox"/> Government-issued Birth Certificate	AND	<input type="checkbox"/> If married more than one year , Employee's 2019 (or 2020) Federal Tax Return <input type="checkbox"/> If married less than one year , Employee's Government-issued Marriage Certificate <input type="checkbox"/> Employee's Registered Certificate of Domestic Partnership issued by the State of California
Legal Guardianship (under the age of 18)	<input type="checkbox"/> Government-issued Birth Certificate	AND	<input type="checkbox"/> Government-issued Letters of Guardianship
Child with a Disability (over the age of 26)	<input type="checkbox"/> Government-issued Birth Certificate	AND	<input type="checkbox"/> Notice of disability determination from medical carrier (within 6 months) <input type="checkbox"/> Notice of disability determination from the Social Security Administration (within 6 months)

The VEBA Administrator may request additional documentation supporting eligibility.

Any document(s) presented and/or submitted to the VEBA Administrator will not be collected or retained.

<u>CONTACT US</u>	<u>SUBMIT DOCUMENTS</u>	<u>FOR QUESTIONS</u>
 (888) 806 - 1994, prompt 2 <u>Monday thru Friday</u> 8 a.m. to 5 p.m. PST	 verify@mcgregorinc.com <u>Include in Subject Line:</u> District + Last Name + VEBA ID	 questions@mcgregorinc.com <u>Include in Subject Line:</u> District + Last Name + VEBA ID