

Locals 302 and 612 of the International Union of Operating Engineers Trust Funds

2815 2nd Avenue, Suite 300 • P.O. Box 34203 • Seattle, Washington 98124
Phone (206) 441-7314 or (877) 441-1212 • Fax (206) 505-9727 • Website: www.engineerstrust.com

Administered by
Welfare & Pension Administration Service, Inc.

September 2, 2016

**TO: All Active and COBRA Eligible Participants – Locals 302 and 612 of the
International Union of Operating Engineers Construction Industry Health and Security Fund**

RE: Notice of Eligibility and Dependent Verification Audit

The Locals 302 and 612 of the International Union of Operating Engineers Construction Industry Health and Security Fund (“Trust”) will soon be conducting a verification of eligibility and proper enrollment for current participants and their dependents. This will be a mandatory process for all currently enrolled participants, and will require that you complete certain paperwork and provide documentation in regard to dependents.

This Trust has not performed such an extensive verification process in the past. However, in accordance with the Trustees’ ongoing efforts to provide affordable coverage and contain the continually rising costs, the Trustees directed the Administration Office to conduct this audit of all participants and dependents. This process will enable the Trust’s Administration Office to collect documentation of eligibility and to obtain missing information, such as birth certificates, marriage licenses, social security numbers and dates of birth, for both participant and dependent records.

What does this mean to you?

You will receive information in the mail that will show your participation and your currently enrolled dependents. You will be required to complete the information verification form confirming all of your eligible dependents. You will also be required to provide the Administration Office with documentation for each dependent verifying their eligibility and relationship to you, the participant. Acceptable forms of documentation might include: marriage certificates, birth certificates, adoption decrees, legal guardianship orders, Qualified Medical Child Support Orders and/or parenting plans (if applicable).

What if I don’t have the documentation requested?

If you do not have the necessary documentation, you will need to obtain that information in order to respond to the Trust’s verification request. For example, you may need to contact your county vital records department to obtain a birth certificate or marriage license, or you may need to contact the county courthouse for adoption or custodial orders for dependent children.

Who is an eligible dependent?

Eligible dependents are your:

- Spouse (including your legally separated spouse)
- Son, daughter, stepchild, foster child, adopted child, child placed with you for adoption, who is under the age of 26 (regardless of whether the dependent child is married, a full-time student, resides with you, or is financially dependent on you).
- Unmarried children who depend on the employee by virtue of a court order or for whom the employee has legal custody are considered eligible dependents up to the age of 19 (or up to age 24 if a full-time student).

(over)

When will this be required?

The Trust will require **ALL** active and COBRA participants to complete an updated information verification form and provide all necessary documentation for dependents by **November 15, 2016**.

What happens if you don't complete and return the information form?

If you do not complete an information verification form and provide the necessary documentation to verify your dependents' eligibility, health claims for unverified dependents will be denied commencing **January 1, 2017**.

What should I expect next?

In mid-September, the Administration Office will mail you an information verification form showing the dependents currently eligible for coverage. All forms and dependent verification documents will be due back to the Administration Office by November 15, 2016.

PLEASE WATCH YOUR MAIL FOR THIS INFORMATION, AND COMPLETE AND RETURN ALL REQUIRED DOCUMENTATION TIMELY, TO AVOID ANY DENIALS OR DELAYS IN COVERAGE FOR YOU AND YOUR DEPENDENTS.

Should you have any questions, please contact the Administration Office. 1 (877) 441-1212 option 4.

Sincerely,

Board of Trustees

Locals 302 and 612 I.U.O.E. Construction Industry Health and Security Fund