

Date: December 31, 2019



To: All Village of Franklin Park Employees and Retirees,

As part of an ongoing effort by the Village of Franklin Park to maintain compliance and provide excellent benefit programs at affordable costs to our valued employees, we have enlisted the assistance of the professional dependent verification firm, **Dependent Specialists, Inc. (DSI)**.

Throughout January 2019, DSI will be conducting a village-wide Dependent Eligibility Verification of our medical and dental benefit programs to ensure compliance with Federal laws and to help control the increase of benefit costs for all employees/retirees. For additional information, please visit <https://dsverify.com/WhatIsDependentsVerification>.

If you have dependents enrolled in one of the Village of Franklin Park's medical and/or dental plans, you are required to participate in the verification process to ensure employer-sponsored benefit coverage for your claimed dependent(s). The deadline to submit verification documents is January 31, 2020. If verification documents are not received by the deadline, non-verified dependents will not be permitted to remain on a Village of Franklin Park medical benefit plan(s), and medical insurance coverage will be cancelled for those non-verified dependents.

Some common mistakes made in claiming dependents for insurance coverage that may not be eligible include:

- ex-wives and ex-husbands
- nieces and nephews
- employee's parents
- former step-children
- grandchildren
- adult children

If you realize through the verification process that you are covering an ineligible dependent, you may voluntarily remove that dependent from your medical insurance

Next Steps

In the next few days, you will receive a personal letter from DSI with instructions on how to verify dependent eligibility for your medical and/or dental insurance. The letter contains very important information regarding eligibility rules, tips for where to obtain missing documents, the documents you are permitted to provide and more. This process may require providing birth certificates, marriage licenses, adoption papers, tax return cover page or otherwise, so do not delay in finding and submitting your documents to DSI.

If you need assistance after receiving the letter, please contact Dependent Specialists directly. DSI is here to help us all through this process. Most questions will be answered in the letter you will receive at home and can also be answered once you log into the DSI Village of Franklin Park Dependent Verification portal at <https://www.dsverify.com>. The username will be sent to you by DSI in the letter, and your default password is your eight-digit date of birth (MMDDYYYY).

Thank you in advance for your compliance and participation in the dependent verification process.

Lisa Anthony | Director, HR & Operations

Village of Franklin Park

cc: Dependent Specialists, Inc.

