



January 6, 2020

Attention: Urgent Response Required – Dependent Eligibility Audit

Dear

San Diego Unified School District is required to verify that all dependents (including spouses, domestic partners and children) enrolled in our healthcare plan are eligible for coverage. If San Diego Unified School District meets eligibility standards, then verification requirements are completed every five years. The goal of the audit is to help preserve your highly competitive benefits program in the face of increasing healthcare costs.

California Schools Voluntary Employee Benefits Association (VEBA) manages your healthcare benefits and will be conducting the dependent eligibility audit through McGregor & Associates, A Gallagher Company. As VEBA already holds all of your healthcare information, you can rest assured that your privacy will not be exposed to an unknown third party.

If you have any questions regarding the audit, please call (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

Employee Name:
VEBA ID: 36128
District: San Diego Unified School District
Final Due Date: **March 31, 2020**

Instructions:

1. Please refer to the **Acceptable Documents Form (Page 3)** for documentation required to submit for your dependent(s).
2. Present required documentation **AND** this **Dependent Eligibility Form** via one of the following methods below:
 - **Site Visit:**
Participants are required to bring this **Dependent Eligibility Form** and all required documentation to the district location, date, and time listed on **Page 4**.
 - **Email** verify@mcgregorinc.com - To Submit Documentation
Email questions@mcgregorinc.com - For Inquiries
 Please include **District, Last Name, and VEBA ID (shown above)** in subject line.
YOU WILL RECEIVE A CONFIRMATION EMAIL WITHIN 14 BUSINESS DAYS
 - **VEBA Office (By Appointment Only)**
 Call (888) 806-1994, prompt 2, Monday thru Friday 8 a.m. to 5 p.m. PST
 McGregor & Associates, A Gallagher Company
 Eligibility Verification Department
 1843 Hotel Circle South
 San Diego, CA 92108

Note: For your privacy and protection, any documents presented will not be retained. For all inquiries regarding the audit, please call us 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 (**Required**): _____

Dependent ID	Dependent Name	Dependent Type Below to be completed by member	Dependent Status
75478			Not Verified

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

Acceptable Documents to Verify Dependent Eligibility

Check the box of the required documents for review.

BLACK OUT ALL SOCIAL SECURITY NUMBERS & FINANCIAL INFORMATION

Choose one document from column "A" AND/OR one document from column "B"			
#	Eligible Dependent Type	All foreign documents must be translated by a certified translator according to USCIS guidelines.	
		A	B
1	Legal Spouse	<input type="checkbox"/> Government-issued Marriage Certificate if married less than one year	OR <input type="checkbox"/> 2018 Federal Tax Return ¹ (first page with taxpayer signatures ²) ¹ Tax Forms MUST show filing status as married filing joint or married filing separate. ² If you submitted electronically filed tax returns, you MUST submit first page of taxes and a copy of signature (transmission) page/e-file confirmation page.
2	Domestic Partner	<input type="checkbox"/> Registered Certificate of Domestic Partnership issued by the State of California	OR <input type="checkbox"/> Domestic Partnership Affidavit
3	Biological Child (under the age of 26)	<input type="checkbox"/> Government-issued Birth Certificate <input type="checkbox"/> Court Order of Legal Custody	*** No Additional Documents Required***
4	Adopted Child (under the age of 26)	<input type="checkbox"/> Government-issued Adoption Order <input type="checkbox"/> Legal adoption documents approved by INS or from foreign country	AND <input type="checkbox"/> Government-issued Birth Certificate
5	Stepchild (under the age of 26)	<input type="checkbox"/> Government-issued Birth Certificate	AND <input type="checkbox"/> Legal Spouse or Domestic Partner documentation (refer to #1 or #2)
6	Legal Guardianship (under the age of 18)	<input type="checkbox"/> Court Order of Legal Guardianship	AND <input type="checkbox"/> Government-issued Birth Certificate
7	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 (current) <input type="checkbox"/> Notice of disability determination from the Social Security Administration

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.

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

AUDIT SITE INFORMATION

It is important that you follow the instructions included in this letter. Bring the required documents **AND** completed Dependent Eligibility Form (page 2) to a scheduled audit listed below. If the required documentation **AND** completed Dependent Eligibility Form are not **received** by the due date, your dependents may be dropped from coverage under the plan.

Visit Date	Visit Hours	Address
Monday, January 13, 2020	11:00 AM - 04:30 PM	La Jolla High School Library (Right Side) 750 Nautilus Street San Diego, CA 92037
Tuesday, January 14, 2020	11:00 AM - 04:30 PM	Crawford High School Rm 513 4191 Colts Way San Diego, CA 92115
Wednesday, January 15, 2020	11:00 AM - 04:30 PM	Mira Mesa High School Media Center 10510 Marauder Way San Diego , CA 92126
Thursday, January 16, 2020	11:00 AM - 04:30 PM	Point Loma High School Rm 301 2335 Chatsworth Boulevard San Diego, CA 92106
Friday, January 17, 2020	11:00 AM - 04:30 PM	Lincoln High School Black Box (near main entrance) 4777 Imperial Avenue San Diego , CA 92113
Tuesday, January 21, 2020	11:00 AM - 04:30 PM	SD School of Creative and Performing Arts (SCPA) Little Theatre 2425 Dusk Drive San Diego , CA 92139
Wednesday, January 22, 2020	11:00 AM - 04:30 PM	Transportation Classroom 1 4710 Cardin Street San Diego, CA 92111
Thursday, January 23, 2020	07:30 AM - 05:00 PM	Eugene Brucker Education Center (District Office) Ed Center Auditorium 4100 Normal Street San Diego, CA 92103

Visit Date	Visit Hours	Address
Friday, January 24, 2020	11:00 AM - 04:30 PM	Clairemont High School Library 4150 Ute Drive San Diego , CA 92117
Monday, January 27, 2020	11:00 AM - 04:30 PM	Kearny High School Auditorium 1954 Komet Way San Diego, CA 92111
Tuesday, January 28, 2020	11:00 AM - 04:30 PM	Serra High School Alumni Rm in Media Center 5156 Santo Road San Diego, CA 92124
Wednesday, January 29, 2020	11:00 AM - 04:30 PM	Morse High School Auditorium 6905 Skyline Drive San Diego, CA 92114
Thursday, January 30, 2020	11:00 AM - 04:30 PM	Mission Bay High School Counseling Conference Rm 2475 Grand Avenue San Diego, CA 92109
Friday, January 31, 2020	11:00 AM - 04:30 PM	Henry High School Cafetorium (600 building) 6702 Wandermere Drive San Diego, CA 92120
Monday, February 03, 2020	11:00 AM - 04:30 PM	Roosevelt Middle School Auditorium 3366 Park Boulevard San Diego, CA 92103
Tuesday, February 04, 2020	11:00 AM - 04:30 PM	University City High School Principal's Conf Rm 6949 Genesee Avenue San Diego, CA 92122
Wednesday, February 05, 2020	12:00 PM - 04:30 PM	Physical Plant Operations Training Rm A and B 4860 Ruffner Street San Diego, CA 92111
Monday, February 10, 2020	11:00 AM - 04:30 PM	Scripps Ranch High School Staff Dining Rm 203 10410 Falcon Way San Diego, CA 92131



Visit Date

Visit Hours

Address

Tuesday, February 11, 2020

11:00 AM - 04:30 PM

Madison High School Rm 101

4833 Doliva Drive

San Diego, CA 92117

Wednesday, February 12, 2020 09:30 AM - 05:00 PM

**Eugene Brucker Education Center
(District Office) Ed Center Auditorium**

4100 Normal Street

San Diego, CA 92103