



Agency Update
January 8th, 2009



TO: Agency Representatives

FROM: Isabel Joslen, PEBB Client Services Manager

RE: 2009 Post-OE Dependent Certification

The Benefit Board has chosen to offer a reinstatement period for employees who did not certify continuing eligibility for dependents who were age 19 to 24 on or before Jan. 1, 2009. The period runs from today through close of business Jan. 30, 2009.

Here is the process we will follow.

1. PEBB will mail the attached notice and form to all affected members on Jan. 9, 2009.
2. As you receive completed forms, reinstate dependent coverage using the Dependent Certification Reinstatement QSC. See the attached short cut.
3. Accept completed forms until close of business Jan. 30. If you receive forms by mail, you may accept them after this date if they are postmarked before Jan. 31, 2009.
4. Complete entry of the form data by Feb. 1.
5. We will run a corrective report on Feb. 2

It is important that you use this process to ensure we comply with requirements of our Cafeteria Plan. We are developing plans for a system-wide audit later this year. Using the correct processes now will ensure fewer errors in future.

We will notify the plans of this process. The plans will send new ID cards (if they issue ID cards) to the affected members when they process the weekly files that contain the reinstatements.

We understand that this process requires additional time and effort. However, in these very difficult times, the Board wants to ensure that those who are eligible for healthcare coverage through PEBB continue to receive it. Thanks very much for your patience and continuing partnership.

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If you have any items to include on our next agency update or have questions, please let us know at PDB.Administration@state.or.us.