

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
OFFICE OF THE SUPERINTENDENT

Robert W. Runcie  
Superintendent Of Schools

SIGNATURE ON FILE

August 25, 2017

TO: All Principals & District Executive Directors/Directors

FROM: Robert W. Runcie  
Superintendent of Schools

**SUBJECT: 2018 DEPENDENT VERIFICATION SITE VISITS**

In our commitment to continuous improvement and in an effort to better manage the District's Employee's Benefits Program, we have enhanced the dependent eligibility verification process to ensure all current and future dependents enrolled in the Health, Dental and/or Vision plans, meet the District's established dependent eligibility criteria. Information regarding the implementation of the District's new Dependent Verification Process was disseminated on May 24, 2017 and July 24, 2017 via a BCPS Alert in order to provide employees an opportunity over the Summer to visit the Benefits Department and verify their dependent(s).

All benefit eligible employees, who wish to retain and/or enroll their dependent(s) in the Medical, Dental and/or Vision plan(s) are required to complete the Dependent Verification Process, which includes presenting **original documents**, e.g. Certificate of Live Birth (Birth Certificate), Marriage License, etc. (see attached Flyer and FAQ) to verify their dependent's eligibility in order for the dependent(s) to remain on and/or be added to the District's insurance plan(s) for January 1, 2018.

The Benefits Department has coordinated the scheduling of Dependent Verification Sites across the District, in order to ensure the highest level of convenience to employees who wish to verify their current dependents and/or verify dependents they may wish to add during this year's annual Open Enrollment period in October.

We are appreciative of the cooperation of those schools and District offices who have been selected to host Dependent Verification Processing, and we want to remind all Principals and District Administrative Sites who are scheduled as a Dependent Verification Processing location to ensure that a proper location is reserved at your site, along with two (2), six (6) foot tables.

Please also designate a person at your location who will be responsible for coordinating the room set-up and greeting of the Benefits Staff on the day of your site visit. **Please email the name and phone number of your designee to Monique S. Robinson, Department Secretary, Benefits Department via email at [monique.robinson@browardschools.com](mailto:monique.robinson@browardschools.com) no later than Wednesday, August 30, 2017.**

**Dependent Verification Processing**  
**Page 2 of 2**  
**August 25, 2017**

Attached for your information is a copy of the Dependent Verification Site Schedule, which includes the location name, event date, start and end time. For those locations that have not been scheduled to host a Dependent Verification, please note that your staff will be able to verify their dependent(s) near your location at one of the schools and/or District offices listed on the attached schedule.

For those school-based employees who are required to travel to another site for their Dependent Verification Processing, they must select times, which are before or after school, so school operations are not adversely impacted. **Employees will also have a choice of visiting the Benefits Department Monday-Friday from 7:00 am to 7:00 pm** on a date and time convenient to them.

Should you have any questions or require additional information, please contact Dr. Dildra Martin-Ogburn, Director, Benefits & Employment Services at 754-321-3100 or via Outlook at [dildra.ogburn@browardschools.com](mailto:dildra.ogburn@browardschools.com) or Monique S. Robinson, Department Secretary, Benefits Department at [monique.robinson@browardschools.com](mailto:monique.robinson@browardschools.com).

RWR/CN/DMO:smr

Attachments

c: School Board Members  
Cabinet Members  
Dildra Martin-Ogburn, Ph.D., Director, Benefits & Employment Services  
Cadre Directors, School Performance & Accountability

**DEPENDENT VERIFICATION SITES**

DATE	LOCATION	ADDRESS	DEP. VERIF. TIMES
9/25	APOLLO MIDDLE	6800 Arthur Street, Hollywood, FL 33024	8:30 a.m. - 10:30 a.m.
9/19	ATLANTIC TECHNICAL CENTER	4700 Coconut Creek Parkway, Coconut Creek, FL 33063	8:30 a.m. - 5:00 p.m.
9/8	ATTUCKS MIDDLE	3500 N 22nd Avenue, Hollywood, FL 33020	7:30 a.m. - 9:30 a.m.
9/8	BEACHSIDE MONTESSORI VILLAGE	2230 Lincoln Street, Hollywood, FL 33020	3:00 p.m. - 5:00 p.m.
10/10	BLANCHE ELY HIGH	1201 NW 6th Avenue, Pompano Beach, FL 33060	1:30 p.m. - 4:00 p.m.
9/26	BOYD ANDERSON HIGH	3050 NW 41st Street, Lauderdale Lakes, FL 33309	1:30 p.m. - 4:00 p.m.
9/27	BTU	6000 N University Drive, Tamarac, FL 33321	5:00 p.m. - 7:00 p.m.
10/10	C.W. TRANSPORTATION	2320 Colledge Avenue, Davie, FL 33317	10:00 a.m. - 1:00 p.m.
9/26	CENTRAL PARK ELEMENTARY	777 North Nob Hill Road, Plantation, FL 33324	7:00 a.m. - 9:00 a.m.
10/6	CENTRAL TRANSPORTATION	3831 NW 10th Avenue, Oakland Park, FL 33309	9:30 a.m. - 12:00 p.m.
9/13	CHARLES W. FLANAGAN HIGH	12800 Taft Street, Pembroke Pines, FL 33028	1:30 p.m. - 4:00 p.m.
9/25	COCONUT CREEK HIGH	1400 NW 44th Avenue, Coconut Creek, FL 33066	1:00 p.m. - 4:00 p.m.
9/1	COOPER CITY ELEMENTARY	5080 SW 92nd Avenue, Cooper City, FL 33328	7:00 a.m. - 9:00 a.m.
9/1	COOPER CITY HIGH	9401 Stirling Road, Cooper City, FL 33328	1:30 p.m. - 4:00 p.m.
9/8	CORAL GLADES HIGH	2700 Sportsplex Drive, Coral Springs, FL 33065	1:30 p.m. - 4:00 p.m.
10/11	CORAL SPRINGS HIGH	7201 W Sample Road, Coral Springs, FL 33065	2:00 p.m. - 5:00 p.m.
9/7	CYPRESS BAY HIGH	18600 Vista Park Boulevard, Weston, FL 33332	7:00 a.m. - 4:00 p.m.
9/12	DEERFIELD BEACH HIGH	910 Buck Pride Way, Deerfield Beach, FL 33441	1:30 p.m. - 4:30 p.m.
9/11	DILLARD 6 - 12	2501 NW 11th Street, Ft. Lauderdale, FL 33311	1:30 p.m. - 4:00 p.m.
10/9	EAGLE POINT ELEMENTARY	100 Indian Trace, Weston, FL 33326	1:00 p.m. - 3:30 p.m.
9/28	EMBASSY CREEK ELEMENTARY	10905 SE Lake Boulevard, Cooper City, FL 33026	1:00 p.m. - 3:30 p.m.
9/11	EVERGLADES ELEMENTARY	2900 Bonaventure Boulevard, Weston, FL 33331	1:00 p.m. - 4:00 p.m.
9/5	EVERGLADES HIGH	17100 SW 48th Court, Miramar, FL 33027	1:30 p.m. - 4:00 p.m.
9/14	FOPE	1700 NW 66th Avenue, Plantation, FL 33313	4:00 p.m. - 6:00 p.m.
10/9	FORT LAUDERDALE HIGH	1600 NE 4th Avenue, Ft. Lauderdale, FL 33305	1:30 p.m. - 4:00 p.m.
10/12	FOX TRAIL ELEMENTARY	1250 Nob Hill Road, Davie, FL 33324	1:00 p.m. - 3:30 p.m.
10/5	GLADES MIDDLE	16700 SW 48th Court, Miramar, FL 33027	3:00 p.m. - 5:00 p.m.
9/29	GRIFFIN ELEMENTARY	5050 SW 116th Avenue, Cooper City, FL 33330	1:00 p.m. - 3:00 p.m.
9/6	GULFSTREAM ACADEMY/MIDDLE	1000 SW 3rd Street, Hallandale Beach, FL 33009	1:00 p.m. - 4:00 p.m.
10/6	HALLANDALE HIGH	720 NW 9th Avenue, Hallandale, FL 33009	1:30 p.m. - 4:30 p.m.
9/18	HAWKES BLUFF ELEMENTARY	5900 SW 160th Avenue, Davie, FL 33331	7:00 a.m. - 9:00 a.m.
10/13	HOLLYWOOD HILLS HIGH	5400 Stirling Road, Hollywood, FL 33021	1:30 p.m. - 4:30 p.m.
9/14	INDIAN RIDGE MIDDLE	1355 S Nob Hill Road, Davie, FL 33324	2:30 p.m. - 5:00 p.m.
9/20	K.C. WRIGHT ADMIN. BLDG. (KCW)	600 SE 3rd Avenue, Ft. Lauderdale, FL 33301	2:00 p.m. - 4:00 p.m.
9/18	LAUDERHILL 6-12	1901 NW 49th Avenue, Lauderhill, FL 33313	3:30 p.m. - 5:30 p.m.
9/25	MARTHUR HIGH	6501 Hollywood Boulevard, Hollywood, FL 33024	1:30 p.m. - 4:00 p.m.
10/13	MCFATTER TECHNICAL CENTER	6500 Nova Drive, Davie, FL 33317	1:00 p.m. - 5:00 p.m.
9/27	MIRAMAR HIGH	3601 SW 89th Avenue, Miramar, FL 33025	1:30 p.m. - 4:00 p.m.
9/14	MONARCH HIGH	5050 Wiles Road, Coconut Creek, FL 33073	1:30 p.m. - 4:30 p.m.
10/13	N.A. TRANSPORTATION	1751 NW 22nd Avenue, Pompano Beach, FL 33069	9:30 a.m. - 12:00 p.m.
9/5	NEW RIVER MIDDLE	3100 Riverland Road, Ft. Lauderdale, FL 33312	2:30 p.m. - 5:00 p.m.
9/7	NORTHEAST HIGH	700 NE 56th Street, Oakland Park, FL 33334	1:30 p.m. - 4:00 p.m.
9/28	NOVA HIGH	3600 College Avenue, Davie, FL 33314	8:30 a.m. - 5:00 p.m.
10/6	OAKLAND PARK ELEMENTARY	936 NE 33rd Street, Oakland Park, FL 33334	2:00 p.m. - 4:30 p.m.
9/1	PARK TRAIL ELEMENTARY	10700 Trails End, Parkland, FL 33076	1:00 p.m. - 4:00 p.m.
9/11	PARKWAY MIDDLE	3600 NW 5th Court, Lauderhill, FL 33311	1:30 p.m. - 4:00 p.m.
10/9	PIPER HIGH	8000 NW 44th Street, Sunrise, FL 33351	2:30 p.m. - 5:00 p.m.
10/12	PLANTATION HIGH	6901 NW 16th Street, Plantation, FL 33313	1:30 p.m. - 4:30 p.m.
9/19	PLANTATION PARK ELEMENTARY	875 SW 54th Avenue, Plantation, FL 33317	7:00 a.m. - 9:00 a.m.
9/22	POMPANO ADMINISTRATIVE SITE	610 NE 13th Avenue, Pompano Beach, FL 33060	3:00 p.m. - 5:00 p.m.
10/5	PHYSICAL PLANT OPERATIONS (PPO)	3810 NW 10th Avenue, Ft. Lauderdale, FL 33309	1:00 p.m. - 3:00 p.m.
10/4	PPO - ZONE 1	6501 NW 15th Avenue, Ft. Lauderdale, FL 33309	2:00 p.m. - 4:00 p.m.
10/3	PPO - ZONE 3	1295 N 21st Avenue, Hollywood, FL 33020	1:30 p.m. - 3:30 p.m.
10/3	PPO C.A. MAINTENANCE	1560 NW 34th Terrace, Lauderhill, FL 33311	1:00 p.m. - 3:00 p.m.
10/12	S. A. TRANSPORTATION	900 S University Drive, Pembroke Pines, FL 33025	9:30 a.m. - 12:30 p.m.

**DEPENDENT VERIFICATION SITES**

DATE	LOCATION	ADDRESS	DEP. VERIF. TIMES
9/26	SAWGRASS ELEMENTARY	12655 NW 8th Street, Sunrise, FL 33325	1:00 p.m. - 3:30 p.m.
9/19	SEMINOLE MIDDLE	6200 SW 16th Street, Plantation, FL 33317	10:30 a.m. - 12:30 p.m.
9/12	SHERIDAN PARK ELEMENTARY	2310 N 70th Terrace, Hollywood, FL 33024	1:00 p.m. - 3:30 p.m.
10/13	SHERIDAN TECH CNTR./W & SW TRANSP.	20251 Stirling Road, Pembroke Pines, FL 33025	10:00 a.m. - 12:00 p.m.
9/13	SHERIDAN TECHNICAL COLLEGE/CENTER	5400 W Sheridan Street, Hollywood, FL 33021	8:30 a.m. - 4:30 p.m.
9/22	SILVER PALMS ELEMENTARY	1209 NW 155th Avenue, Pembroke Pines, FL 33028	7:00 a.m. - 9:00 a.m.
10/10	SILVER RIDGE ELEMENTARY	9100 SW 36th Street, Davie, FL 33328	1:00 p.m. - 3:30 p.m.
9/5	SILVER SHORES ELEMENTARY	1701 SW 160th Avenue, Miramar, FL 33027	7:00 a.m. - 9:00 a.m.
9/18	SILVER TRAIL MIDDLE	18300 Sheridan Street, Pembroke Pines, FL 33331	2:30 p.m. - 5:00 p.m.
10/11	SOUTH BROWARD HIGH	1901 N Federal Highway, Hollywood, FL 33020	1:30 p.m. - 4:00 p.m.
9/19	SOUTH PLANTATION HIGH	1300 Paladin Way, Plantation, FL 33317	2:00 p.m. - 4:00 p.m.
9/6	STONEMAN DOUGLAS HIGH	5901 NW Pine Island Road, Parkland, FL 33076	8:00 a.m. - 4:00 p.m.
10/5	STRANAHAN HIGH	1800 SW 5th Place, Ft. Lauderdale, FL 33312	2:00 p.m. - 4:00 p.m.
9/27	TARAVELLA HIGH	10600 Riverside Drive, Coral Springs, FL 33071	7:00 a.m. - 4:00 p.m.
9/11	TEQUESTA TRACE MIDDLE	1800 Indian Trace, Weston, FL 33326	2:30 p.m. - 4:30 p.m.
9/20	VIRGINIA S. YOUNG ELEMENTARY	101 NE 11th Avenue, Ft. Lauderdale, FL 33301	2:00 p.m. - 4:00 p.m.
9/22	WEST BROWARD HIGH	500 NW 209th Avenue, Pembroke Pines, FL 33029	1:30 p.m. - 4:00 p.m.
9/20	WESTERN HIGH	1200 SW 136th Avenue, Davie, FL 33325	1:30 p.m. - 5:00 p.m.
9/29	WESTGLADES MIDDLE	11000 Holmberg Road, Parkland, FL 33076	2:30 p.m. - 5:00 p.m.
9/22	WHIDDON ROGERS	700 SW 26th Street, Ft. Lauderdale, FL 33315	1:30 p.m. - 4:00 p.m.

Employees may also present their verification document(s) at one of the Benefits Offices as noted below:

KCW: 600 SE 3rd Avenue, Fort Lauderdale, FL 33301, between the hours of 8:00 a.m. - 4:00 p.m.

TSSC Annex: 7770 W. Oakland Park Blvd., Sunrise, FL 33351, between the hours of 7:00 a.m. - 7:00 p.m.

Please note: If dependent(s) is/are not verified by Friday, October 27, 2017, dependent(s) will be deleted from the plan(s) effective, January 1, 2018.

## ENHANCED BENEFITS DEPENDENT ELIGIBILITY VERIFICATION PROCESS FOR MEDICAL, DENTAL AND VISION



Beginning September 1, 2017 employees who are currently covering their dependent(s) on their Medical, Dental and/or Vision plan(s) will be required to present documentation to verify their dependent's eligibility in order to remain on the District's insurance plan(s) for January 1, 2018.

### Eligible Dependents are defined as:

- Spouse
- Domestic Partner
- Child(ren) – enrollment until the end of the month the child(ren) turns age 26
  - Biological Child
  - Stepchild
  - Foster Child
  - Domestic Partner's Child
  - Child for whom the Employee is a Legal Guardian
  - Adopted Child
  - Child placed with the Employee for adoption
  - Totally disabled Adult Child (documentation from Social Security required)
  - Unmarried dependent's Child
  - Adult Child Ages 26-30

You may visit the Benefits Department website at [www.browardschools.com/benefits](http://www.browardschools.com/benefits) for updates.

Benefits Dependent  
Eligibility Verification  
Requirement

Verification process will  
begin:

**September 1, 2017  
through  
October 27, 2017**

**Additional  
communications will be  
forthcoming**

**FAQ's  
See Attached**

**No action is required by  
employees  
at this time**

**BENEFITS DEPARTMENT**  
7770 W. Oakland Park Blvd.  
Sunrise, Florida 33351  
Phone: 754-321-3100

[www.browardschools.com/benefits](http://www.browardschools.com/benefits)

# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

## BENEFITS DEPENDENT VERIFICATION

### Frequently Asked Questions (FAQ)

1. **Q. What is Dependent Verification?**  
A. Dependent Verification is the process of ensuring all enrolled dependents meet the established dependent eligibility criteria.
2. **Q. Why is the District conducting this process?**  
A. The District has enhanced its dependent eligibility verification process to ensure all current and future dependents enrolled in the health, dental and/or vision plans, meet the District's established dependent eligibility criteria.
3. **Q. Who is required to provide this verification documentation?**  
A. All employees, retirees and COBRA participants who cover dependent(s) under the health, dental and/or vision plans.
4. **Q. Who is considered an eligible dependent?**  
A. Eligible dependents are defined as:
  - Spouse
  - Domestic Partner
  - Child(ren) – enrollment until the end of the month the child(ren) turns age 26
    - Biological Child
    - Stepchild
    - Foster Child
    - Domestic Partner's Child
    - Child for whom the Employee is a Legal Guardian
    - Adopted Child
    - Child placed with the Employee for adoption
    - Totally disabled Adult Child (documentation from Social Security required)
    - Unmarried Dependent's Child (a child/dependent of an unmarried dependent may be enrolled up to eighteen (18) months from the date of birth or until the end of the month the unmarried dependent turns age 26; whichever comes first)
    - Adult Child Ages 26-30
5. **Q. Do I need to verify my Life Insurance Beneficiaries?**  
A. No. The verification process is not applicable to beneficiaries.
6. **Q. Can I enroll my grandchild(ren)?**  
A. You may enroll your grandchild(ren), if you have been granted Legal Guardianship. You must provide the Legal Guardian Court Document(s) to the Benefits Department.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
BENEFITS DEPENDENT VERIFICATION

Frequently Asked Questions (FAQ)

7. **Q. How do I verify my dependent(s)?**  
A. In order to verify your dependent(s), you **MUST** present the required **original** document(s) to the Benefits Department. Staff will review the document(s), verify eligibility, record the information, and provide you with a receipt for your records. Your original document(s) will be returned to you.
8. **Q. What document(s) will I need to submit to verify my enrolled dependent(s)?**  
A. Some of the required documents include, but are not limited to Marriage Certificate, Birth Certificate, Adoption, or Legal Guardianship Records. Documents written in languages other than English **MUST** be translated into English by a certified Translation Company. You may log-on to [www.naces.org](http://www.naces.org) to select an accredited translation company. The closest company in South Florida, which provides this service is:

Josef Silny  
7101 SW 102<sup>nd</sup> Avenue  
Miami, FL 33173  
305-273-1616  
[www.jsilny.com](http://www.jsilny.com)

9. **Q. When do I need to present the verification document(s)?**  
A. The timeframe for you to present the required dependent verification document(s) to the Benefits Department is listed below:
- **Newly Hired Benefit Eligible Employees**  
As a newly hired employee, you are required to present the dependent verification document(s) at the time of your Benefits Orientation. If the required document(s) is/are not presented at the time of your orientation, you will have 31 days from the date you completed your orientation to officially add your dependent(s) to your plan(s). Failure to meet this deadline, will result in your dependent(s) not being added to your plan(s). You will have to wait until the next Open Enrollment period in October in order to add your dependent(s) to your plan(s). Please note, if you add a dependent(s) during Open Enrollment, their coverage will take effect, January 1st.  
  
You may add dependent(s) outside of Open Enrollment, if you and/or your dependent(s) experience a change in status/qualifying event. Please refer to the next bullet for further information on this process.
  - **Currently enrolled dependents**  
Employees who currently have dependents enrolled **MUST** present original dependent verification document(s) to the Benefits Department staff between **Friday, September 1 - Friday, October 27, 2017**. Failure to present the required document(s) to the Benefits Department by Friday, October 27<sup>th</sup> will result in your unverified dependent(s) being deleted from the coverage effective, January 1st.

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
BENEFITS DEPENDENT VERIFICATION**

**Frequently Asked Questions (FAQ)**

You may submit your dependent verification document(s) to the Benefits Department at one of the locations noted below. Please refer to the dates and times available at each location:

<b>Oakland Park Office</b>	<b>K.C. Wright Office</b>
7770 W. Oakland Park Boulevard Sunrise, FL 33351 754-321-3100	600 SE 3 <sup>rd</sup> Avenue Fort Lauderdale, FL 33301 754-321-2379

If you plan to visit the KCW Office, please ensure you check-in at the Security Desk first. Please note, payment for parking is required.

<b>Dates</b>	<b>Locations</b>	<b>Hours</b>
June 1 – June 15, 2017	KCW	M - TH 8:00 a.m. – 4:00 p.m
June 1 – June 15, 2017	Oakland Park	M - TH 8:00 a.m. – 6:00 p.m
June 19 – August 10, 2017	Oakland Park	M - TH 8:00 a.m. – 6:00 p.m
September 1 – October 27, 2017	KCW	M - F 8:00 a.m. – 4:00 p.m
September 1 – October 27, 2017	Oakland Park	M - F 7:00 a.m. – 7:00 p.m

Additional dependent verification locations will be added throughout the District between **Friday, September 1 – Friday, October 27, 2017**. A schedule of these sites will be provided at a later time.

Please be advised, employees are **NOT** required to present their dependent verification document(s) between August 14<sup>th</sup> – August 31<sup>st</sup>; however, if an employee desires to present their document(s) early, they may visit the Oakland Park Office, located at the 7770 W. Oakland Park Blvd., Sunrise, FL 33351, between the hours of 8:00 a.m. – 5:00 p.m.

▪ **Adding a dependent outside of the Open Enrollment period (Change in Status/Qualifying Event)**

Employees who would like to add dependent(s) outside of Open Enrollment are required to notify the Benefits Department if their dependent(s) experience(s) a change in status/qualifying event. The notification **MUST** be completed within 31 days of the change in status/qualifying event date (**60 days for government sponsored health coverage**) by visiting the Benefits Department to complete the necessary paperwork.



# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

## BENEFITS DEPENDENT VERIFICATION

### Frequently Asked Questions (FAQ)

The School Board intends to provide you with the broadest ability to make mid-year election changes permitted in accordance with Internal Revenue Service (IRS) Section 125 rules. To summarize those IRS rules, you cannot change your level of participation, unless you experience a change in status/qualifying event and notify the Benefits Department within 31 days (60 days for government sponsored health coverage) of such event.

The following chart summarizes the IRS requirements and timeline, which allows you to change the level of your benefits coverage for you and/or your dependent(s) mid-year.

#### **A Change in Status is defined as one (1) of the following events:**

- **Marital Status** – marriage, divorce or death of a spouse
- **Change in the Number of Tax Dependents** – birth, death or adoption
- **Change in Status of Employment** – commencement or termination of employment
- **Gain or Loss of Dependent's Eligibility** – coverage requirements under the plan are no longer satisfied
- **Change in Residence** – a change in residence that is outside of the HMO service area or gain/loss of eligibility due to change of residency
- **Judgment, Decree or Court Order** – case specific
- **Open Enrollment Under Other Employer's Plan** - when your dependent makes an Open Enrollment change under their employer's plan
- **Entitlement to Medicare, Medicaid or other government sponsored health coverage (not including Marketplace/ObamaCare coverage)** - gain or loss of coverage. You have 60 days to notify the Benefits Department for this event only.
- **Marketplace/ObamaCare Coverage (HealthCare.gov)** – the 31-day rule applies for insurance acquired through the Marketplace/ObamaCare.

***Please note, gain/loss of coverage through individual policies are not applicable unless the coverage is through the Marketplace/ObamaCare (Healthcare.gov).***

You will also be required to present the dependent verification document(s) at the time of your visit to the Benefits Department. Please click on the following link in order to obtain further information regarding the change in status/qualifying events

[http://www.broward.k12.fl.us/benefits/docs/Change\\_in\\_Status\\_Outside\\_Annual\\_Open\\_Enrollment.pdf](http://www.broward.k12.fl.us/benefits/docs/Change_in_Status_Outside_Annual_Open_Enrollment.pdf)

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
BENEFITS DEPENDENT VERIFICATION**

**Frequently Asked Questions (FAQ)**

▪ **Adding dependents during the Open Enrollment period (October 2017)**

Employees who desire to add dependents during Open Enrollment will be required to present the dependent verification document(s) to the Benefits Department staff, between **Friday, September 1 – Friday, October 27, 2017**. Failure to meet this deadline, will result in your unverified dependent(s) not being added to your plan(s). You will have to wait until next year’s Open Enrollment period in October in order to add your dependent(s) to your plan(s), effective January 1st.

Please note, completion of the Dependent Verification Form does not constitute enrollment of your dependent(s). You **MUST** complete the online enrollment process by utilizing the Employee Self-Service (ESS) during Open Enrollment in October 2017. If you add a dependent(s) during Open Enrollment, their coverage will take effect, January 1st.

**You may submit your dependent verification document(s) to the Benefits Department at one of the locations noted below. Please refer to the dates and times available at each location:**

<b>Oakland Park Office</b>	<b>K.C. Wright Office</b>
7770 W. Oakland Park Boulevard Sunrise, FL 33351 754-321-3100	600 SE 3 <sup>rd</sup> Avenue Fort Lauderdale, FL 33301 754-321-2379

If you plan to visit the KCW Office, please ensure you **check-in at the Security Desk**. Please note, payment for parking is required.

<b>Dates</b>	<b>Locations</b>	<b>Hours</b>
June 1 – June 15, 2017	KCW	M - TH 8:00 a.m. – 4:00 p.m
June 1 – June 15, 2017	Oakland Park	M - TH 8:00 a.m. – 6:00 p.m
June 19 – August 10, 2017	Oakland Park	M - TH 8:00 a.m. – 6:00 p.m
September 1 – October 27, 2017	KCW	M - F 8:00 a.m. – 4:00 p.m
September 1 – October 27, 2017	Oakland Park	M - F 7:00 a.m. – 7:00 p.m

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
BENEFITS DEPENDENT VERIFICATION**

**Frequently Asked Questions (FAQ)**

Additional dependent verification locations will be added throughout the District between **Friday, September 1 – Friday, October 27, 2017**. A schedule of these sites will be provided at a later time.

Please be advised, employees are **NOT** required to present their dependent verification document(s) between, August 14<sup>th</sup> – August 31<sup>st</sup>; however, if an employee desires to present their document(s) early, they may visit the Oakland Park Office, located at the 7770 W. Oakland Park Blvd., Sunrise, FL 33351, between the hours of 8:00 a.m. – 5:00 p.m.

10. **Q. Can I present my document(s) prior to September 1<sup>st</sup>, in order to verify my currently enrolled dependent(s)?**
- A. Yes. You may present your dependent verification document(s) to the **Benefits Department as early as Thursday, June 1, 2017.**

Please be advised, failure to meet this deadline, will result in your unverified dependent(s) being deleted from your coverage, effective January 1st. As a result, you will have to wait until next year's Open Enrollment period in October, in order to add your dependent(s) to your plan(s). Please note, if you add a dependent(s) during Open Enrollment, their coverage will take effect, January 1st.

**You may submit your dependent verification document(s) to the Benefits Department at one of the locations noted below. Please refer to the dates and times available at each location:**

<b>Oakland Park Office</b>	<b>K.C. Wright Office</b>
7770 W. Oakland Park Boulevard Sunrise, FL 33351 754-321-3100	600 SE 3 <sup>rd</sup> Avenue Fort Lauderdale, FL 33301 754-321-2379

If you plan to visit the KCW Building, please ensure you check-in at the security desk. Also, payment for parking is required.

<b>Dates</b>	<b>Locations</b>	<b>Hours</b>
June 1 – June 15, 2017	KCW	M - TH 8:00 a.m. – 4:00 p.m
June 1 – June 15, 2017	Oakland Park	M - TH 8:00 a.m. – 6:00 p.m
June 19 – August 10, 2017	Oakland Park	M - TH 8:00 a.m. – 6:00 p.m
September 1 – October 27, 2017	KCW	M - F 8:00 a.m. – 4:00 p.m
September 1 – October 27, 2017	Oakland Park	M - F 7:00 a.m. – 7:00 p.m

# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

## BENEFITS DEPENDENT VERIFICATION

### Frequently Asked Questions (FAQ)

Additional dependent verification locations will be added throughout the District between **Friday, September 1 – Friday, October 27, 2017**. A schedule of these sites will be provided at a later time.

Please be advised, employees are **NOT** required to present their dependent verification document(s) between August 14<sup>th</sup> – August 31<sup>st</sup>; however, if an employee desires to present their document(s) early, they may visit the Oakland Park Office, located at the 7770 W. Oakland Park Blvd., Sunrise, FL 33351, between the hours of 8:00 a.m. – 5:00 p.m.

11. **Q. What if I do not have any dependent(s) currently enrolled, but would like to possibly add my dependent(s) during Open Enrollment. Can I present the verification document(s) to the Benefits Department prior to enrolling my dependent(s)?**
- A. Yes, you may present your verification document(s) even if you do not currently have your dependent(s) enrolled. The Benefits Department staff will review the document(s), verify eligibility, record the information, and provide you with a receipt for your records. Your original document(s) will be returned to you.

As a reminder, employees who desire to add dependent(s) during Open Enrollment will be required to present the dependent verification document(s) to the Benefits Department staff, between **Friday, September 1 – Friday, October 27, 2017**. Failure to meet this deadline, will result in your unverified dependent(s) not being added to your plan(s), effective January 1<sup>st</sup>. You will have to wait until next year's Open Enrollment period in October in order to add your dependent(s) to your plan(s), effective January 1st.

Please note, completion of the Dependent Verification Form does not constitute enrollment of your dependent(s). You **MUST** complete the online enrollment process by utilizing the Employee Self-Service (ESS) during Open Enrollment in October 2017.

12. **Q. How do I enroll my dependent(s) during the Open Enrollment period?**
- A. You can add dependent(s) by utilizing the Employee Self-Service (ESS). The Open Enrollment User Guide, with detailed instructions, will be sent out electronically prior to the start of Open Enrollment. This guide will also be posted on the Benefits Department's website at [www.browardschools.com/benefits](http://www.browardschools.com/benefits) under Open Enrollment. You will also be required to present to the Benefits Department staff, the original required document(s) by Friday, October 27, 2017, in order to verify your dependent(s) eligibility. Please refer to page six (6) for the available sites and times that you may visit one of the Benefits Department locations, in order to complete the verification process.
13. **Q. How can I add a dependent after the Open Enrollment period has ended?**
- A. You can add a dependent outside Open Enrollment, if your dependent experiences a change in status/qualifying event.



# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

## BENEFITS DEPENDENT VERIFICATION

### Frequently Asked Questions (FAQ)

As a reminder, the School Board intends to provide you with the broadest ability to make mid-year election changes permitted in accordance with Internal Revenue Service (IRS) Section 125 rules. To summarize those IRS rules, you cannot change your level of participation unless you experience a change in status/qualifying event and notify the Benefits Department **within 31 days (60 days for government sponsored health coverage)** of such event.

#### **A Change in Status is defined as one (1) of the following events:**

- **Marital Status** – marriage, divorce or death of a spouse
- **Change in the Number of Tax Dependents** – birth, death or adoption
- **Change in Status of Employment** – commencement or termination of employment
- **Gain or Loss of Dependent's Eligibility** – coverage requirements under the plan are no longer satisfied
- **Change in Residence** – a change in residence that is outside of the HMO service area or gain/loss of eligibility due to change of residency
- **Judgment, Decree or Court Order** – case specific
- **Open Enrollment Under Other Employer's Plan** - when your dependent makes an Open Enrollment change under their employer's plan
- **Entitlement to Medicare, Medicaid or other government sponsored health coverage (not including Marketplace/ObamaCare coverage)** - gain or loss of coverage. You have **60 days** to notify the Benefits Department for this event only.
- **Marketplace/ObamaCare Coverage (HealthCare.gov)** – the **31-day rule applies** for insurance acquired through the Marketplace/ObamaCare.

***Please note, gain/loss of coverage through individual policies are not applicable unless the coverage is through the Marketplace/ObamaCare (Healthcare.gov).***

You can obtain further information on this process by clicking on the following link [http://www.broward.k12.fl.us/benefits/docs/Change in Status Outside Annual Open Enrollment.pdf](http://www.broward.k12.fl.us/benefits/docs/Change%20in%20Status%20Outside%20Annual%20Open%20Enrollment.pdf).

14. **Q. What happens if I do not provide the required dependent verification document(s) for my covered dependent(s) by October 27, 2017?**
- A. Failure to meet this deadline will result in your unverified dependent(s) not being added to your plan(s), effective January 1st. You will have to wait until next year's Open Enrollment period in October in order to add your dependent(s) to your plan(s).

Please note, completion of the Dependent Verification Form does not constitute enrollment of your dependent(s). You **MUST** complete the online enrollment process by utilizing the Employee Self-Service (ESS) during Open Enrollment in October 2017.

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**BENEFITS DEPENDENT VERIFICATION**

**Frequently Asked Questions (FAQ)**

15. Q. **Will COBRA be offered if my unverified dependent(s) is/are deleted from the plan(s), effective January 1, 2018?**
- A. No, COBRA will not be offered to your unverified dependent(s) because their loss of coverage does not constitute a change in status/qualifying event in accordance with the Internal Revenue (IRS) Code 125. Please refer to the chart below for a list of change in status/qualifying events permitted by IRS.

**A Change in Status is defined as one (1) of the following events:**

- **Marital Status** – marriage, divorce or death of a spouse
- **Change in the Number of Tax Dependents** – birth, death or adoption
- **Change in Status of Employment** – commencement or termination of employment
- **Gain or Loss of Dependent’s Eligibility** – coverage requirements under the plan are no longer satisfied
- **Change in Residence** – a change in residence that is outside of the HMO service area or gain/loss of eligibility due to change of residency
- **Judgment, Decree or Court Order** – case specific
- **Open Enrollment Under Other Employer’s Plan** - when your dependent makes an Open Enrollment change under their employer’s plan
- **Entitlement to Medicare, Medicaid or other government sponsored health coverage (not including Marketplace/ObamaCare coverage)** - gain or loss of coverage. You have **60 days** to notify the Benefits Department for this event only.
- **Marketplace/ObamaCare Coverage (HealthCare.gov)** – the **31-day rule applies** for insurance acquired through the Marketplace/ObamaCare.

***Please note, gain/loss of coverage through individual policies are not applicable unless the coverage is through the Marketplace/ObamaCare (Healthcare.gov).***