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Department of Employee Trust Funds  
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**CORRESPONDENCE MEMORANDUM**

**DATE:** August 18, 2011  
**TO:** Group Insurance Board  
**FROM:** John Vincent, Director  
Office of Internal Audit  
**SUBJECT:** Dependent Eligibility Verification Review

**This memo is for informational purposes only. No Board action is required.**

At the request of the Board Chair the following is an update on the status of the Department's random sample Dependent Eligibility Verification (DEV) Review.

**Background**

- 1,000 of the 135,000 covered dependents were randomly selected for the DEV Review.
- July 29, 2011 was the final date for documentation to be received by the vendor.

**Preliminary Results**

- 906 Dependents were deemed eligible, due to supporting documents being provided
- 3 Dependents had died
- 91 Dependents are under further review by the Division of Insurance Services (DIS) based on the following reasons:
  - 42 were non-responses
  - 10 were partial responses
  - 39 subscribers reported a change of status including noting that the dependent was ineligible

**Plan of Action**

- DIS will correspond directly with subscribers that coverage will be ending for their dependent effective September 30, 2011, unless sufficient eligibility documentation is provided.
- DIS will follow up with employers to obtain required eligibility documentation.
- ETF's next steps regarding dependent eligibility will be reported at the November 8, 2011 Board meeting.

I will be available at the Board meeting to answer questions.

Reviewed and approved by Rhonda Dunn, Executive Assistant.  
*Rhonda Dunn* 8/19/11  
Signature Date

Board	Mtg Date	Item #
GIB	8.23.11	10K