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Tallahassee, FL 32399-0950
Tel: 850-921-4600 | Fax: 850-488-0252

Rick Scott, Governor

Erin Rock, Secretary

June 1, 2017

Email: Sample123@YAHOO.COM



John Q Sample – 123456
123 Simple Road
Sample, FL 12345

Re: Request for documents. **Action required.**

Dear John Sample:

We are conducting a quality assurance review to verify the relationship between you and your dependent(s) for insurance coverage. See http://mybenefits.myflorida.com/health/dependent_eligibility_verification. Please send us documents within 60 calendar days of this letter that prove your dependents are eligible for insurance benefits under our program.

If you do not send legible documents or if your documents do not prove dependent eligibility, we will terminate your dependent's coverage prospectively. The following table lists the types of eligible dependents and documents to verify each relationship.

Dependent	Required Document(s)	Dependent	Required Document(s)
1. Legal spouse	a. Government-issued marriage certificate that includes the date of marriage between the enrollee and spouse and b. If married for 12 or more months, a transcript of the most recently filed federal income tax return listing both enrollee and spouse. Visit www.irs.gov/individuals/get-transcript to obtain tax documents, if needed	5. Ward	Records showing the enrollee or the enrollee's spouse has legal guardianship or court-ordered custody of the dependent
2. Biological child	Government-issued birth certificate identifying the enrollee as the parent	6. Newborn grandchild	a. Proof that the enrollee's dependent is eligible for coverage – see boxes 2-7, as applicable, and b. Proof that the enrollee's newborn grandchild is the biological child of his or her dependent – see box 2
3. Adopted child	a. Government-issued birth certificate or b. Records showing the adoption is final or c. Adoption placement agreement	7. Foster child	Records showing the enrollee or the enrollee's spouse is the dependent's foster parent
4. Stepchild	a. Proof of marriage – see box 1 above and b. Records showing that the dependent is the enrollee's spouse's biological or adopted child – see box 2 or 3 above	8. Child with disability	a. For age 26 or older, proof of eligibility – see boxes 2-4, as applicable, and b. Attending Physician's Statement from the health plan to verify the disability
		9. Child age 26 to 30 –end of calendar year of the 30 th birthday	a. Proof of eligibility – see boxes 2-4, as applicable, and b. Certification that enrollee's over-age dependent is unmarried, has no dependents, lives in Florida or attends school in another state and has no other health insurance
<ul style="list-style-type: none"> Documentation submitted to verify eligibility may be an original or a photocopy of an original document, we prefer a photocopy. Employees may redact any information on a document which is not necessary to verify the eligibility of the dependent. To obtain copies of U.S. birth certificates: <ul style="list-style-type: none"> In Florida, see the county of birth's clerk of court's website, www.floridahealth.gov or www.vitalcheck.com. Out of state, visit www.vitalcheck.com or call the county of birth's clerk of court. All documents must be in English or certified English translation. 			

When sending us your documents, place this letter as your first page – the bar code at the top of this letter tracks your progress. For the quickest resolution, email a cell phone picture of this letter and your documents or scan and email them to DSGI.QATeam@dms.myflorida.com. Otherwise, you may fax or mail to the address in the header above.

Questions? Read our [Frequently Asked Questions](#) at www.mybenefits.myflorida.com or call us at 850-921-4600.

Sincerely,

Division of State Group Insurance

ATTENTION: If you speak another language, language assistance services, free of charge, are available to you. Call 1-850-921-4600 (TTY: 1-866-221-0268).

Spanish - ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-850-921-4600 (TTY: 1-866-221-0268).

Haitian Creole - ATANSYON: Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele 1-850-921-4600 (TTY: 1-866-221-0268).

Portuguese - ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para 1-850-921-4600 (TTY: 1-866-221-0268).

French - ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-850-921-4600 (ATS : 1-866-221-0268).

Vietnamese - CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-850-921-4600 (TTY: 1-866-221-0268).

German - ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-850-921-4600 (TTY: 1-221-0268).

Chinese - 注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-850-921-4600 (TTY: 1-866-221-0268)。

Italian - ATTENZIONE: In caso la lingua parlata sia l'italiano, sono disponibili servizi di assistenza linguistica gratuiti. Chiamare il numero 1-850-921-4600 (TTY: 1-866-221-0268).

Tagalog - PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-850-921-4600 (TTY: 1-866-221-0268).

Arabic - (1-850-921-4600) ب رقم ات صل ب الامجان لك ت توافر ال لغوية المساعدة خدمات ف إن ال لغة، انكرت ت تحدث ك نت إذا ملحوظة - 1-866-221-0268 وال بكم ال صم هات ف

Polish - UWAGA: Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer 1-850-921-4600 (TTY: 1-866-221-0268).

Greek - ΠΡΟΣΟΧΗ: Αν μιλάτε ελληνικά, στη διάθεσή σας βρίσκονται υπηρεσίες γλωσσικής υποστήριξης, οι οποίες παρέχονται δωρεάν. Καλέστε 1-850-921-4600 (TTY: 1-866-221-0268).

Russian - ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-850-921-4600 (телетайп: 1-866-221-0268).

Yiddish - רופט אפצאל פון פריי סערוויסעס הילף שפראך אייך פאר פארהאן זענען, אידיש רעדט איר אויב אויפמערקזאם - 1-850-921-4600 (TTY: 1-866-221-0268)

Korean - 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-850-921-4600 (TTY: 1-866-221-0268)번으로 전화해 주십시오.