



SECOVA[™]
Engage. Empower. Ensure.

Dependent Eligibility Verification
C/O Secova Service Center
5000 Birch Street, West Tower, Suite 1400
Newport Beach, CA 92660

Important information regarding your State of New Hampshire health benefits





<Employee/Retiree Name>

<Address 1>

<Address 2>

<City, State Zip>

April 16, 2015

Dear <Employee/Retiree Name>;

The State of New Hampshire continuously strives to seek ways to balance the demands of escalating health care costs with maintaining high quality benefits for its employees, retirees and their families. Accordingly, the State is preparing to conduct its first Dependent Eligibility Verification process to ensure that all dependents, including spouses, enrolled in medical and/or dental benefits plans are eligible for coverage. All employees and retirees with one or more dependents enrolled in the medical and/or dental plan will be required to provide eligibility documentation for their enrolled dependents.

The State has contracted the services of Secova, Inc. to manage the project. Secova has more than twenty-three years of experience administering dependent eligibility verifications. Secova is staffed with knowledgeable professionals who will offer State employees and retirees confidential support and resources throughout the verification process. **On May 1st 2015, Secova will send employees and retirees Verification Packets with instructions on how to submit verification materials.**

We realize that many of you may have already provided eligibility documentation to the State when enrolling your dependent(s). **However, you will need to submit additional documentation to Secova to complete the Dependent Eligibility Verification process.** Failure to provide documentation establishing your dependent is currently eligible for benefits will result in termination of your dependents' benefits. In addition, the State reserves its right to recover claims costs for any period when a dependent was ineligible for coverage.

Secova will not disclose, sell, or share personal information with anyone other than the State Division of Personnel. All employee data is kept confidential and private throughout each step in Secova's work processes. Secova's Information and Data Security plan is fully compliant with all current federal regulations. All data collected by Secova will be destroyed six months after the completion of the project.

Thank you in advance for your help during this important initiative. **If you have any questions about this process, please call Secova at 1-888-926-5681.**

Sincerely,

Secova, Inc.
on behalf of the State of New Hampshire