NYSHIP Dependent Eligibility Verification Project

The NYS Employee Benefits Division (EBD) of the Department of Civil Service is conducting a "Dependent Eligibility Verification Audit" (DEVA) to ensure that only eligible dependents are enrolled in employees' family health insurance coverage.

In November 2015, the Department of Civil Service mailed a letter to all NYSHIP enrollees with family coverage to inform them of the audit, introduce the vendor [Health Management Systems, Inc. (HMS)] that will conduct the audit and provide an overview of what to expect.

In December 2015, HMS mailed an Amnesty letter to all NYSHIP enrollees with family coverage to provide them an opportunity to remove any ineligible dependent(s) without incurring any liability for repayment of claims paid on their behalf. The special amnesty period ended on January 29, 2016.

Verification Phase: July 5 to August 19

Enrollees with Family coverage (including Family Opt-Out participants) will be required to provide documentation of eligibility for their dependents covered under NYSHIP. ***If eligibility was verified for a natural child, a stepchild or a child of a domestic partner during the 2009 audit, you will not be asked to verify the child's status during the current audit.*** However, you will be required to submit documents for other dependents, such as spouses or domestic partners, even if you have previously done so.

Enrollees with Family coverage received additional mailings, including a verification letter from HMS Employer Solutions (HMS) that provides instructions regarding required documentation for any covered dependents that they must verify eligibility for, the process to submit this information and the deadline.

The verification form is to be submitted together with copies of all required documents to HMS. Required documentation for dependents listed on your verification letter must be received by HMS NO LATER than AUGUST 19, 2016. These forms are not to be submitted to Human Resources or the NYS Department of Civil Service. For fastest processing, please submit required documents by uploading them via the web portal, *https://verifyos.com/*, or by faxing them to 1-877-223-8478. If the web and fax are unavailable to you, documents may be mailed to HMS Employer Solutions, P.O. Box 165308, Irving, TX 75016-9923. **Please do not mail original documents. If you have any questions, please call HMS 1-866-252-0635** from 8 am to 11 pm Eastern Time, Monday through Friday or visit the FAQ section of their website.

It is very important that enrollees respond and provide copies of acceptable proofs of eligibility (such as birth certificates or marriage certificates) in a timely manner during their verification phase. Dependents of enrollees who fail to respond will be removed from coverage retroactively to January 1, 2016. In addition, enrollees may be responsible for repaying all health insurance claims for ineligible dependents as early as the date the dependent became ineligible.