

Locals 302 and 612 of the International Union of Operating Engineers Trust Funds

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Administered by
Welfare & Pension Administration Service, Inc.

October 18, 2016

IMPORTANT HEALTH PLAN INFORMATION ACTION REQUIRED BY NOVEMBER 15, 2016

**TO: All Active and COBRA Eligible Participants –
Locals 302 and 612 of the International Union of Operating Engineers
Construction Industry Health and Security Fund**

RE: Dependent Eligibility and Verification Audit

As you were previously notified, the Administration Office is verifying all dependents enrolled in the Locals 302 and 612 of the International Union of Operating Engineers Construction Industry Health and Security Fund (“Trust”) meet the definition of an eligible dependent.

The Trust has requested this Verification Audit to control healthcare plan costs and prevent fraudulent claims from being paid in error. This Verification Audit will also help the Trust obtain member and dependent social security numbers in order to satisfy IRS regulations for Affordable Care Act reporting.

You are receiving this reminder because the Administration Office has not yet received your completed Information Verification Form and supporting documents as requested in the September 15, 2016 notice.

You are required to provide documentation verifying your dependents’ eligibility and relationship to you, the subscriber. Acceptable forms of documentation might include: marriage certificates, birth certificates, adoption decrees, legal guardianship orders, Qualified Medical Child Support Orders and/or parenting plans (if applicable).

If you do not have the necessary documentation, you will need to obtain that information in order to properly complete the Plan’s verification request. For example, you may need to contact your county vital records department to obtain a birth certificate or marriage certificate, or you may need to contact the county courthouse for adoption or custodial orders for dependent children.

In order for your dependent(s) to continue to receive benefits under the Trust, **action is required by you to submit a signed Verification Form with supporting documentation as proof of their eligibility by November 15, 2016**.

If you do not complete the Information Verification Form and provide the necessary documentation to verify your dependents’ eligibility, health claims for unverified dependents will be denied commencing **January 1, 2017**.

Should you have any questions or need another copy of the Information Verification Form, please contact the Administration Office via e-mail at IUOEaudit@wpas-inc.com or by phone at 1 (877) 441-1212 option 4. If you e-mail the Administration Office, it is important to include your first and last name, address and date of birth.

**Board of Trustees
Locals 302 and 612 I.U.O.E. Construction Industry Health and Security Fund**