



EMPOWERING STUDENTS. INSPIRING ACTION.

IMPORTANT NOTICE

TO: All Benefit Eligible Employees
FROM: Hamilton Southeastern School District Benefits Department
SUBJECT: Dependent Verification Review

Health care costs are important to our district and our employees, and covering ineligible dependents on our district's plans can have a negative effect on premiums. That's why we are partnering with American Fidelity to conduct a Dependent Verification Review (DVR) during our open enrollment period from **November 2nd thru November 20th, 2026**. American Fidelity has the resources necessary to streamline the process and provide this service at no cost to the district.

Important things to know:

- **All benefit eligible employees** must meet with an American Fidelity representative to complete this process. This includes employees who have opted out of the district's health benefits and/or do not have dependents enrolled under coverage. Those who cover dependents on district medical, dental and/or vision plans must provide the necessary eligibility documents for each covered dependent.

In addition to providing social security numbers for all dependents, review this chart to determine acceptable documents you will be required to bring to your appointment.

Spouse (Be considered a legal spouse of employee)	Child(ren) (Under age 26)	Disabled Child (Over age 26)	Stepchild(ren) (Under age 26)
A copy of page one of your 2025 IRS Tax Return (Form 1040) filed in 2026. (Must show you filed as married) <u>OR</u> Copy of Government-issued marriage certificate/license <u>AND</u> one of the following: • A copy of spouse's driver's license (must have the same address as employee) • A copy of joint lease or mortgage (dated in the last 12 months) • Proof of common ownership of a motor vehicle (dated in last 12 months) • Proof of joint bank accounts or credit accounts (dated in the last 12 months)	A copy of page one of your 2025 IRS Tax Return (Form 1040) filed in 2026. (Must list each child's name under dependents section) <u>OR</u> • Original or copy of original birth certificate • Court Order (must show full dependent name) • Custody Documentation • Adoption Papers <i>Only the original birth certificate with state embossed seal <u>or</u> certified copy of the original birth certificate will be accepted.</i>	One of the items listed to left for Child <u>AND</u> Proof of disability from Social Security Administration or Proof of incapacity from medical provider. (Incapable of self-sustaining employment by reason of mental or physical disability)	Original or copy of original birth certificate naming your current, legally married spouse as the parent <u>OR</u> Copy of Court-issued Qualified Medical Child Support Order

- **Failure to complete the review** may result in your dependents being **dropped** from your Medical/Dental/Vision plans effective 1/1/2027.
- A detailed site schedule and instructions for scheduling your appointment will be provided soon.

During your appointment

During your appointment, the American Fidelity representative will review your original or certified copy of the required eligibility documents and collect your signed Dependent Eligibility Form. The representative will only verify the information needed to confirm dependent eligibility and will not collect or keep copies of your documents. The district will only receive confirmation of which dependents are eligible and will not receive copies of your documentation.

Married couples who both work for the district may complete their appointments together; however, each employee must sign their own Dependent Eligibility Review Form and election form.

During your meeting, American Fidelity may also review supplemental benefit options that may be important to you and your family, including disability income protection, life insurance, and more. *There is no obligation to purchase supplemental benefit products from American Fidelity.*

We understand that some employees may not have the required documents available at this time. We strongly encourage you to request them as soon as possible, as processing and delivery may take up to 4–6 weeks. The following third-party sites may help you obtain documentation:

www.vitalchek.com
www.statevitalrecords.org
www.vitalrecordsonline.com

Questions? Please contact HSE Benefits Office for assistance at benefits@hse.k12.in.us or Ayrin Coughlin with American Fidelity at ayrin.coughlin@americanfidelity.com

Thank you for your cooperation.

Hamilton Southeastern School District
