



Iberville Parish School Board

P. Edward Cancienne, Jr., Ph.D
*Superintendent
Secretary/Treasurer*

Melvin Lodge
President

Glyna Kelley
Vice-President

June 29, 2009

MEMO TO: All Employees
FROM: P. Edward Cancienne, Jr., Superintendent
SUBJECT: Health Plan Dependent Eligibility Audit

Benefit Management Services (BMS), our claims administrator, periodically request that we update dependent eligibility under Iberville Parish School Board's (IPSB) plan document. This verification establishes that all IPSB employees who cover dependents confirm that they have the applicable documents to prove dependent eligibility.

In early July, Benefit Management Services will be mailing all IPSB's employees who cover dependents under our group health plan requests for documents to prove dependent eligibility. Eligibility rules are established for the plan and are available for your review in the plan document. Verification is required in order for any dependents currently enrolled to continue health plan coverage. **Failure to comply with verification request could result in the loss of coverage for your dependents.**

We have attached two documents to assist you in obtaining the required information to verify the eligibility of your dependents. The first document lists the categories of dependents eligible for IPSB coverage and the documentation required. The second document assists you in how and where you can obtain certified copies for this verification.

We would like to thank you in advance for participation in Iberville Parish School Board's 2009 dependent verification program.