



Date: February 23, 2011
To: UA Employees
From: Beth Behner, Chief Human Resources Officer
Re: Dependent Audit Reminder

For those of you who have dependents on the UA Health Plan, I am writing to remind you of the February 28 deadline for your response to ConSova, the vendor who is handling the dependent audit for UA.

If you have already participated in the audit, thank you.

If you have not yet contacted ConSova, and wish to keep your dependents on the UA Health Plan, it is important for you to respond to the dependent audit by February 28. As previous communications have emphasized, it's in your best interest to respond to this audit by the deadline – ***regardless of whether you've gathered all the required documentation for verification.***

If you're having difficulty obtaining your documents for whatever reason, please contact ConSova at 1-866-430-1267. This will ensure that your dependents are not dropped from the plan while ongoing issues or challenges with verifying them are still in progress. If you contact ConSova by February 28 and are attempting to complete your submission of required documents, eligible dependents will not be dropped while verification efforts proceed.

I understand that many of you have circumstances in your lives right now that make the timing of this audit extremely difficult. Please call 1-866-430-1267 and let ConSova know your situation as soon as possible. The university does not want to drop eligible dependents from the plan, but your response to ConSova by February 28 is critical even if you don't have all the documents in hand. If you are traveling out of the State and have trouble complying with this deadline, please get in touch to explain your circumstances as soon as you are able to do so. ConSova will work with those of you who are having challenges in meeting the deadline or in obtaining documents to satisfy the verification procedures.

Questions continue to come in and the list of FAQs has grown. The University has addressed many new questions that employees have asked about this process. Please click on the following link more information: <http://www.alaska.edu/benefits>. If you have any questions that are not addressed in the current FAQ please send me an email at syswhr@email.alaska.edu.

Thank you for your understanding and cooperation in the dependent audit process.