King County

Finance and Business Operations Division
Benefits, Payroll and Retirement Operations Section

Department of Executive Services
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www.kingcounty.gov/employees/benefits

December 7, 2011

Employee Name
Address
City, State ZIP

Dear Employee Name:

We're writing to inform you that King County is giving you one last chance to provide appropriate documentation that verifies the eligibility of the dependent(s) listed below to receive county benefits. Coverage for your dependent(s) was discontinued on October 31, 2011, because you did not provide the required documentation by September 28, 2011.

Your last-chance deadline for providing required documentation is Friday, December 16, 2011. This deadline will not be extended. If you provide required documentation by December 16, coverage for the dependent(s) meeting the verification requirements will be reinstated retroactively to November 1, 2011.

If you do not provide the required documentation by December 16, the dependent(s) not meeting the verification requirements will remain without coverage, and you will only be able to add coverage for the dependent(s) because of a qualifying life event or during the November 2012 open enrollment for benefits effective January 1, 2013, provided you submit the appropriate documentation that verifies eligibility.

Enclosed is a list of required documents, called Required Documentation for Proof of Eligibility, along with an Affidavit of Domestic Partnership for you to use if you are verifying eligibility for a domestic partner.

Dependent name	**Dependent name**

If you have questions or need assistance, please contact King County's DEV project manager, Shannon Dorr, at 206-263-3547.

Sincerely,

Ken Guy
Director, Finance and Business Operations Division